

Occupational Wage Survey

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Introduction 1/

The Atlanta area is one of several important industrial centers in which the Bureau of Labor Statistics conducted occupational wage surveys during early 1951. 2/ Occupations common to a variety of manufacturing and nonmanufacturing industries were studied on a community-wide basis. Cross-industry methods of sampling were thus utilized in compiling earnings data for the following types of occupations: (a) office clerical; (b) professional and technical; (c) maintenance and power plant; and (d) custodial, warehousing and shipping. In presenting earnings information for such jobs (tables 1 through 4) separate data have been provided wherever possible for individual broad industry divisions. Occupations characteristic of particular, important, local industries have been studied as heretofore on an industry basis, within the framework of the community survey. 3/

Although only a limited amount of such data was compiled in the present survey, greater detail will be provided in future studies. Union scales are presented in lieu of (or supplementing) occupational earnings for several industries or trades in which the great majority of the workers are employed under terms of collective bargaining agreements, and the contract or minimum rates are indicative of prevailing pay practice. Data on shift operations and differentials, hours of work, and supplementary benefits such as vacation and sick leave allowances, paid holidays, nonproduction bonuses, and insurance and pension plans have been collected and summarized.

The Atlanta Metropolitan Area

The Atlanta Metropolitan Area (Fulton, DeKalb, and Cobb Counties) ranked twenty-third in the Nation in population count and had more than 660,000 inhabitants in 1950. Half of this total was concentrated in Atlanta, one of the most important commercial, financial, and industrial cities in the South. Served by 15 main lines of 8 railroad systems, 10 major air routes, and an extensive network of highways, Atlanta is one of the Nation's pivotal distributing points. The city is ranked as the third largest telegraph center, the third largest telephone switching center in the world, and the tenth in air mail volume in the United States, indicating its importance as a regional center.

The Bureau's estimate of the cost of the annual budget for an Atlanta worker's family was \$3,833, the fifth highest annual cost among the 34 large cities surveyed in the United States during October 1950. The budget is described as providing a "modest but adequate" level of living for an urban worker's family of four persons - an employed father, a housewife not gainfully employed, and two children under 15 years of age.

1/ Prepared in the Bureau's Division of Wage Statistics by Harry H. Hall, Regional Wage Analyst, Region III, Atlanta, Ga. The planning and central direction of the program was the responsibility of Toivo P. Kanninen and Louis E. Badenhop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.

2/ Other areas studied: Boston, Mass.; Chicago, Ill.; Denver, Colo.; New York, N.Y.; and San Francisco-Oakland, Calif. Similar studies were conducted in 1950 in Buffalo, N.Y.; Denver, Colo.; Philadelphia, Pa.; and San Francisco-Oakland, Calif.

3/ See Appendix A for discussion of scope and method of survey.

Labor and Industry in the Atlanta Area

Wage and salary nonagricultural employment in the Atlanta Metropolitan Area totaled almost 269,000 during March 1951. More than 1,000 manufacturing plants provided employment to about 61,000 persons in the 3-county area. Commodities produced were valued over \$400,000,000 in 1950. Diversification of products is such that only 4 broad industry groups employed in excess of 5,000 persons in manufacturing. The textile industries employed about 10,000; food and kindred products about 9,500; apparel industries about 7,000; and transportation equipment industries (automobile assembling) 7,000.

As the leading distribution center of the Southeast, Atlanta's wholesale and retail trade operations are very extensive. About 28,000 persons were employed in more than 1,900 wholesale trade establishments and 45,400 wage and salary employees were distributed over the payrolls of more than 3,400 retail trade establishments. Approximately 15,000 persons were employed in the finance, insurance, and real estate industries. Exclusive of the substantial employment in the railroad industry, a labor force of more than 21,000 was required by the industry group that includes transportation, communication, and other public utilities. Service industries provided employment to 31,500 workers.

During the past 5 years, about 50,000 building units were started in the 3-county metropolitan area. Approximately 17,000 persons were employed in the construction trades during the first quarter of 1951, and in spite of restrictions 2,880 building units were started in the 3-month period.

Atlanta is the center for most of the United States Government activity in the Southeast. More than 75 departments and agencies employed about 20,000 people within the metropolitan area. Total government employment in the area (Federal, State, county and municipal) was estimated at 37,000.

Less than half of the plant workers in the industries and establishment size groups surveyed in the Atlanta area were employed in establishments having written agreements with labor organizations. About three-fifths of the plant workers in manufacturing and four-fifths in the transportation (excluding railroads), communication, and public utilities industry were employed in union establishments. These were the only two major industry divisions in which over half of the nonoffice workers were covered by agreements. The degree of unionization among office workers was considerably lower than among plant workers. About 1 in every 10 office workers was employed by a firm having an agreement with a union representing office workers.

Occupational Wage Structure

The March 1951 period was preceded by an active period of wage adjustments. Although few wage increases were granted between January and July 1950, accelerated economic forces with anticipated wage freezes following the outbreak of hostilities in Korea spurred labor to demand more substantial increases during the latter half of 1950 and early 1951. These general increases usually ranged from 5 to 15 cents an hour. Increases were also received on an individual basis by many thousands of workers in addition to or in place of general increases.

Slightly more than half the office and plant workers were employed in establishments that had formalized rate structures with a range of rates for each job. About 22 percent of the plant workers, as contrasted with less than 1 percent of the clerical workers, were employed in plants having a single rate for each job. The remainder of the plants had no formal rate plans and each worker was paid according to individual merit or other considerations rather than on a job basis. Almost half the clerical workers and slightly over a fourth of the plant workers were employed in these establishments.

In the discussion of wages which follows, two main occupational groupings are distinguished: (1) cross-industry occupations, such as office clerical occupations, professional and technical occupations, maintenance occupations, and custodial, warehousing and shipping occupations; and (2) characteristic industry occupations. The first group of occupations was studied on a cross-industry basis from employer payroll records. These occupations are usually found in all or a number of industries. In general, the characteristic industry occupations are peculiar to a specific industry. As indicated below, straight-time average rates or earnings are shown for some industries; union scales are shown for others.

Cross-Industry Occupations

Office clerical occupations—Among the 25 office occupations in which women's salaries were studied, average weekly earnings varied from a high of \$56 for secretaries to a low of \$35 for routine file clerks. General stenographers, the largest occupational group, averaged \$47. Other numerically important groups were general clerks averaging \$43 and accounting clerks averaging \$46 per week. Weekly salaries for women in manufacturing industries were generally from \$2 to \$5 higher than those for women in nonmanufacturing industries (table 1).

Average weekly salaries of men varied from a high of \$68 for hand bookkeepers to about \$34 for office boys. The largest groups of men office workers studied were accounting clerks and general clerks who averaged \$53 and \$53.50, respectively. Men's salaries were also slightly higher in manufacturing than in nonmanufacturing industries.

Average salaries of men, except for file clerks and office boys, were considerably higher than those of women in comparable jobs surveyed. Differences in average salaries for men and women in particular occupations, however, generally do not reflect differences in rates within the same establishment.

Office job averages of March 1951, in general, were from \$2 to \$3 higher than those reported in comparable jobs studied in the Bureau's previous office salary survey of January 1950.

Professional and technical occupations—As shown in table 2, men working as draftsmen had average weekly earnings of \$71. The average was the same for workers in both manufacturing and nonmanufacturing industries. Junior draftsmen (men) averaged \$51 on an all-industry basis and \$39.50 in manufacturing. Women employed as industrial nurses averaged \$53.50 per week.

Maintenance and power plant occupations—Among maintenance and power plant jobs selected for study, millwrights had the highest average rate, \$1.97 an hour. This average hourly rate was followed by \$1.91 for sheet-metal workers and \$1.85 for electricians. The lowest average rates among the jobs studied were \$1.21 for stationary boiler firemen and \$1.11 for oilers.

Custodial, warehousing and shipping occupations—The average hourly pay for men ranged from 84 cents for truck drivers (light) to \$1.41 for guards. The largest group of men studied, stock handlers and hand truckers, averaged 99 cents an hour, as did packers, another large group. Receiving clerks and shipping clerks averaged \$1.26 and \$1.27, respectively. Watchmen averaged 95 cents while men janitors, porters, and cleaners averaged 90 cents an hour.

Characteristic Industry Occupations

Straight-time average earnings

Following the practice for the cross-industry occupations previously discussed the wage or salary information for the following six industries reflects straight-time earnings derived from employer payroll records.

Women's and misses' dresses—Data shown for the dress industry (table 5) are based on August 1950 payrolls. In a follow-up check, all establishments in the study reported a general wage adjustment of 5 percent between August 1950 and March 1951. Of the groups studied the highest paid were men cutters and markers, who averaged \$1.50 an hour. Women sewing sections of garments by machine received \$1 an hour; those performing all the standard sewing machine operations on a complete garment (single-hand or tailor system) received 94 cents an hour. Average hourly earnings for hand pressers were 76 cents an hour.

Machinery manufacture—Data shown for machinery industries (table 6) are based on January 1951 payrolls. In the group studied, however, only one establishment reported a wage change between that date and March 1951. Production machinists, numerically the most important job group in the industry, averaged \$1.57 an hour. Tool and die makers, the highest paid workers among the 12 jobs studied in machinery, received \$1.73 an hour. Average hourly earnings for class A assemblers were \$1.46. In the welder categories, class A men received \$1.52 and class B \$1.27, on the average.

Department stores—Among the occupations studied the highest paid workers in Atlanta's department stores were the men selling furniture and bedding and men selling floor covering; these sales groups averaged \$95.50 and \$70 a week (table 7). Women sales employees with the highest average earnings were clerks selling women's and misses' suits and coats at \$42 a week, and clerks selling women's and misses' dresses at \$38. Among nonselling jobs, men tailors who altered men's garments averaged \$57.50, and stock girls in selling sections averaged \$22.50 a week.

Banking—The highest paying bank jobs studied were men all-round tellers, who averaged \$55.50 a week, and note tellers with weekly average of \$54 (table 8). Women employed as tellers, (paying, or paying and receiving) earned a weekly average of \$45.50. General stenographers earned \$47, and proof-machine operators \$40 a week.

Power laundries—Average hourly earnings in power laundries were considerably lower than those found in the other industries selected for study in the Atlanta area. The largest occupational group studied, women flatwork finishers, averaged 39 cents an hour. Markers, at 57 cents an hour, and machine shirt pressers, at 53 cents, also accounted for large numbers of women. Men operating extractor and washing machines received 73 cents and 87 cents an hour, respectively (table 9).

Auto repair shops—Automotive mechanics (class A), employed in general auto repair shops and in repair departments of dealer establishments, averaged \$1.60 an hour. In other jobs requiring the care and upkeep of automobiles, body repairmen averaged \$1.74; greasers, 93 cents; and washers 76 cents (table 10).

Union Wage Scales

The information reported for the following five industries relates to the minimum wage rates and maximum straight-time hours per week agreed upon through collective bargaining between employers and trade-unions.

Bakeries—Union agreements with Atlanta bakeries (machine shops) provided for minimum hourly scales of \$1.30 for dough mixers and ovenmen and \$1.21 for benchmen, rolling-machine operators, and moldermen. The workweek in the bakery trades was 40 hours (table 11).

Building construction—The basic hourly union scale for important journeymen trades in the construction industry was \$2.75 for bricklayers, \$2.00 for carpenters and brush painters, \$2.50 for electricians and plasterers, and \$2.60 for plumbers. A workweek of 40 hours prevailed for all trades (table 12).

Local transit operating employees—Operators employed in local transit service received a starting rate of \$1.30 an hour; after 6 months they advanced to \$1.36 and after a year to \$1.40 an hour. Feeder-bus drivers had a minimum hourly scale of \$1.25 for the first 6 months of service, \$1.31 for the next 6 months, and \$1.35 an hour after 1 year of service (table 13).

Motortruck drivers and helpers—Union scales for motortruck drivers varied widely according to materials transported and length of service. Hourly rates ranged from 95 cents for baggage drivers to \$1.725 for railway express drivers (money pick-up). The rates for oil truck drivers were scaled according to length of service of drivers, ranging from \$1.32 at the start to \$1.54 after 5 years (table 14).

Printing—In commercial printing shops in Atlanta, union contracts called for minimum wage scales of \$2.48 for hand compositors, \$2.608 for electrotypers, and \$1.25 for bindery women. In newspaper work, the scale for compositors was \$2.533 an hour during the day and 8 cents more at night; web pressmen received \$2.453 per hour for daytime work and \$2.561 an hour for night work. A 37 1/2-hour workweek was in effect for all trades except newspaper mailers, who were paid overtime rates after 40 hours a week.

Minimum Entrance Rates

Atlanta area firms employing more than 90 percent of the plant workers in all industries had established minimum entrance rates for the employment of inexperienced plant workers (table 16). Entrance rates ranged from less than 40 cents to more than \$1.30 an hour but the most prevalent rate was 75 cents. Approximately a tenth of the workers were employed in establishments having minimum entrance rates of 50 cents or less; these workers were all employed in retail trade and service industries.

Supplementary Wage Practices

Shift Differentials

Nearly a fifth of the factory workers studied in Atlanta manufacturing plants were employed on extra-shift operations. More than three-fifths of the workers employed on second, third, or other extra shifts were paid differentials above their day rates. The amount of the differential varied, however, among the industries and the plants studied, ranging from 2 1/2 to 15 cents an hour on second shift and from 5 to 16 cents on the third shift (table 17). In the machinery industries, employees working on second-shift operations (the only extra shift in these industries) received differential pay of either 5 or 15 cents an hour.

Scheduled Workweek

More than two-thirds of the women office workers in industries within scope of the survey worked a 40-hour week and nearly a fifth were scheduled to work between 35 and 38 3/4 hours a week in March 1951 (table 18). Three-fourths of all plant workers had a 40-hour work schedule; practically all others had longer schedules, usually 48 hours. In manufacturing establishments, the 40-hour schedule applied to almost nine-tenths of the plant workers.

Paid Holidays

Provisions for paid holidays were in effect for practically all office workers and more than four-fifths of the plant workers (table 19). The most typical arrangements were for observance of 5, 5 1/2, or 6 paid holidays throughout the year for both office and plant workers. Nearly 40 percent of the office workers in the finance, insurance, and real estate groups received 7, 8, 9, or more paid holidays.

Paid Vacations

Almost all Atlanta area establishments studied allowed paid vacations to both office and plant workers after a year of service (table 20). For office workers, a 2-week vacation was most typical, especially in finance, insurance, and real estate, and in services. For plant workers the most common practice was to grant 1 week's vacation after 1 year of service and 2 weeks after 5 years.

Paid Sick Leave

Formal provisions for paid sick leave after 1 year of service were in effect in establishments employing nearly a third of the office workers and almost an eighth of the plant workers in all industries. The number of days granted to employees for absences due to sickness varied considerably among the industrial groupings and among the establishments in each industry group. Most of the plans, however, were effective after 6 months of service and allowances ranged from less than 5 days to more than 25 days for both office and plant workers (table 21).

Nonproduction Bonuses

Annual earnings were supplemented by nonproduction bonuses in establishments employing about 2 of every 5 workers (table 22). Most of the payments were in the form of Christmas or year-end bonuses. About two-thirds of all retail trade workers were employed in establishments which gave nonproduction bonuses.

Insurance and Pension Plans

More than 19 of every 20 office workers and 18 of every 20 plant workers were employed in establishments having some form of insurance and/or pension plan financed wholly or in part by the employer (table 23). Life insurance plans were most prevalent in all industry groups for both office and plant workers. Considerably more than half of all workers were employed in establishments having hospitalization insurance plans. Retirement pension plans were available in establishments employing nearly three-fifths of the office workers and one-third of the plant workers.

Table 1.—OFFICE OCCUPATIONS

(Average weekly earnings 1/ and weekly scheduled hours for selected occupations by industry division)

Sex, occupation, and industry division	Number of workers	Average		Number of workers receiving straight-time weekly earnings of -																										
		Weekly sched- uled hours	Weekly earn- ings	\$25.00 and under 27.50	\$27.50 30.00	\$30.00 32.50	\$32.50 35.00	\$35.00 37.50	\$37.50 40.00	\$40.00 42.50	\$42.50 45.00	\$45.00 47.50	\$47.50 50.00	\$50.00 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 95.00	\$95.00 and over		
Men																														
Billers, machine (billing machine) 2/	63	43.5	\$45.50	-	-	-	-	2	4	19	11	17	2	-	1	1	1	-	3	1	-	1	-	-	-	-	-	-	-	
Nonmanufacturing 2/	55	44.0	45.00	-	-	-	-	2	4	14	11	17	-	-	1	1	1	-	3	1	-	-	-	-	-	-	-	-	-	
Wholesale trade	13	42.0	45.50	-	-	-	-	-	-	4	7	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	
Bookkeepers, hand	164	41.0	68.00	-	-	-	-	-	-	2	-	4	12	6	8	29	5	2	13	10	8	3	15	5	11	13	10	8	-	
Manufacturing	35	40.5	68.50	-	-	-	-	-	-	-	-	-	-	-	6	6	-	2	3	-	4	-	3	-	4	7	-	-	-	
Nonmanufacturing 2/	129	41.5	68.00	-	-	-	-	-	-	2	-	4	12	6	2	23	5	-	10	10	4	3	12	5	7	6	10	8	-	
Wholesale trade	45	42.5	62.50	-	-	-	-	-	-	-	-	2	6	2	2	14	-	-	4	4	-	-	-	3	2	6	-	-	-	
Retail trade	12	44.0	64.00	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	3	4	-	1	1	-	-	-	-	-	-	
Finance **	47	39.0	72.00	-	-	-	-	-	-	-	-	2	2	4	-	2	5	-	3	-	3	-	3	2	11	-	-	-	10	3
Bookkeeping-machine operators, class A 2/	33	44.5	54.00	-	-	-	-	-	-	7	-	8	-	5	-	-	2	1	-	-	10	-	-	-	-	-	-	-	-	
Nonmanufacturing	21	41.5	46.00	-	-	-	-	-	-	7	-	8	-	5	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B	28	40.5	44.00	-	-	-	-	8	4	2	2	9	-	-	-	-	-	-	-	2	1	-	-	-	-	-	-	-	-	
Calculating-machine operators (other than Comptometer type)	10	39.5	45.00	-	-	-	1	2	-	-	3	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting	506	40.0	53.00	-	-	6	3	21	40	43	29	65	21	34	36	19	44	17	42	19	20	13	15	14	4	-	1	-	-	
Manufacturing	186	41.5	56.50	-	-	4	2	2	4	15	9	22	-	7	12	11	14	8	30	13	7	7	10	8	1	-	-	-	-	
Nonmanufacturing 2/	320	39.5	51.00	-	-	2	1	19	36	28	20	43	21	27	24	8	30	9	12	6	13	6	5	6	3	-	1	-	-	
Public utilities *	65	39.0	58.00	-	-	2	1	4	-	2	3	-	1	3	6	5	9	6	6	3	6	1	3	3	1	-	-	-	-	
Wholesale trade	144	40.5	50.50	-	-	-	-	8	17	3	11	34	14	5	18	-	14	2	4	2	2	2	2	3	2	-	1	-	-	
Finance **	69	38.5	45.50	-	-	-	-	7	19	12	6	9	2	1	-	2	3	1	-	1	3	3	-	-	-	-	-	-	-	
Clerks, file, class A	17	39.5	40.00	-	-	3	3	1	3	5	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class B	10	38.5	37.00	-	-	4	-	2	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, general	457	40.5	53.50	-	-	10	5	15	25	64	31	23	41	42	33	25	30	15	13	12	19	5	7	6	8	4	10	14	-	
Manufacturing	103	41.0	55.00	-	-	6	-	-	2	7	2	2	25	5	3	4	12	6	3	7	13	2	2	2	-	-	-	-	-	
Nonmanufacturing 2/	354	40.5	53.50	-	-	4	5	15	23	57	29	21	16	37	30	21	18	9	10	5	6	3	5	4	8	4	10	14	-	
Public utilities *	11	38.0	55.50	-	-	-	-	-	1	1	-	-	1	4	-	-	1	-	-	-	-	2	-	1	-	-	-	-	-	
Wholesale trade	212	41.0	57.00	-	-	-	-	4	9	33	24	10	2	22	24	13	9	7	7	2	4	-	5	3	8	2	10	14	-	
Retail trade	33	41.5	49.00	-	-	-	-	-	3	7	-	3	4	7	-	3	1	2	1	1	-	1	-	-	-	-	-	-	-	
Finance **	35	39.5	57.00	-	-	-	-	-	2	-	-	2	7	2	4	3	7	-	2	2	2	-	-	-	-	-	2	-	-	
Clerks, order	205	42.5	52.00	-	-	-	-	4	8	49	17	12	5	32	11	8	16	4	7	11	2	5	4	1	4	3	2	-	-	
Manufacturing	41	40.5	51.50	-	-	-	-	4	-	2	6	-	4	9	-	7	-	2	-	5	2	-	-	-	-	-	-	-	-	
Nonmanufacturing 2/	164	43.0	52.00	-	-	-	-	-	8	47	11	12	1	23	11	1	16	2	7	6	-	5	4	1	4	3	2	-	-	
Wholesale trade	148	43.5	50.50	-	-	-	-	-	8	47	8	12	1	23	11	1	9	2	7	6	-	4	2	1	1	3	2	-	-	
Retail trade	13	43.0	60.00	-	-	-	-	-	-	-	3	-	-	-	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Occupational Wage Survey, Atlanta, Georgia, March 1951

U. S. DEPARTMENT OF LABOR

Bureau of Labor Statistics

Table 1.--OFFICE OCCUPATIONS - Continued

(Average weekly earnings 1/ and weekly scheduled hours for selected occupations by industry division)

Sex, occupation, and industry division	Number of workers	Average Weekly sched- uled hours	Average Weekly earn- ings	Number of workers receiving straight-time weekly earnings of -																											
				\$25.00 and under 27.50	\$27.50 30.00	\$30.00 32.50	\$32.50 35.00	\$35.00 37.50	\$37.50 40.00	\$40.00 42.50	\$42.50 45.00	\$45.00 47.50	\$47.50 50.00	\$50.00 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 95.00	\$95.00 and over			
Men - Continued																															
Clerks, pay roll 2/	77	40.5	\$57.00	-	-	10	-	-	-	2	2	-	4	4	5	5	10	4	6	14	1	2	4	1	1	-	2	-			
Nonmanufacturing 2/	27	40.5	64.00	-	-	-	-	-	-	-	2	-	2	-	1	1	2	-	-	14	-	-	3	-	-	-	2	-			
Wholesale trade	19	40.5	66.00	-	-	-	-	-	-	-	-	-	2	-	-	1	2	-	-	9	-	-	3	-	-	-	2	-			
Duplicating-machine operators 2/	23	39.5	43.50	-	-	1	1	-	2	2	10	3	-	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	21	39.5	43.00	-	-	1	1	-	2	1	10	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Office boys	169	40.0	34.00	-	10	57	47	30	12	10	-	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Manufacturing	25	39.0	34.50	-	-	4	12	4	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing 2/	144	40.0	34.00	-	10	53	35	26	7	10	-	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Wholesale trade	50	40.5	35.00	-	-	12	19	15	2	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Retail trade	15	40.0	36.50	-	-	4	3	2	-	4	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Finance **	37	39.0	33.00	-	5	21	-	8	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Services	33	40.5	32.00	-	5	14	10	1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Tabulating-machine operators 2/	26	39.5	55.00	-	-	-	-	1	2	2	1	3	3	2	-	-	-	-	4	4	-	-	3	1	-	-	-	-			
Nonmanufacturing 2/	23	39.5	56.50	-	-	-	-	1	2	2	1	2	1	2	-	-	-	-	4	4	-	-	3	1	-	-	-	-			
Finance **	11	39.5	56.00	-	-	-	-	-	2	1	-	1	1	-	-	-	-	-	3	-	-	-	3	-	-	-	-	-			
Typists, class A	16	44.0	51.50	-	-	-	-	-	-	2	-	1	1	1	11	-	-	-	-	-	-	-	-	-	-	-	-	-			
Women																															
Billers, machine (billing machine)	562	40.0	42.00	-	-	14	18	60	146	103	117	36	10	20	15	7	5	6	1	3	-	1	-	-	-	-	-	-			
Manufacturing	54	40.0	45.50	-	-	9	5	2	4	8	1	-	2	1	13	-	4	2	-	2	-	1	-	-	-	-	-	-			
Nonmanufacturing 2/	508	40.0	41.50	-	-	5	13	58	142	95	116	36	8	19	2	7	1	4	1	1	-	-	-	-	-	-	-	-			
Wholesale trade	305	40.5	40.50	-	-	-	9	54	117	27	53	31	3	9	-	2	-	-	-	-	-	-	-	-	-	-	-	-			
Retail trade	18	40.0	38.00	-	-	3	3	1	-	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Services	32	40.0	45.50	-	-	-	-	-	10	6	2	-	2	8	-	-	-	4	-	-	-	-	-	-	-	-	-	-			
Billers, machine (bookkeeping machine) 2/	33	39.0	40.00	-	-	-	2	5	13	3	3	6	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	28	39.0	39.00	-	-	-	2	5	13	2	2	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Bookkeepers, hand 2/	232	41.0	46.00	-	-	7	25	5	17	38	32	26	23	11	4	5	9	14	1	4	2	2	-	4	-	3	-	-			
Nonmanufacturing 2/	226	41.0	45.50	-	-	7	25	5	17	38	32	26	23	11	4	4	9	14	1	1	2	-	-	4	-	3	-	-			
Wholesale trade	34	40.5	56.00	-	-	-	-	-	3	8	2	1	-	-	-	2	2	10	-	-	-	-	-	3	-	3	-	-			
Retail trade	21	43.5	49.50	-	-	-	-	-	-	-	7	-	9	-	1	-	-	3	-	1	-	-	-	-	-	-	-	-			
Finance **	86	39.5	45.00	-	-	-	-	2	14	5	23	23	6	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-			
Services	84	42.5	41.00	-	-	7	25	3	-	25	-	2	8	-	1	2	7	1	1	-	2	-	-	-	-	-	-	-			
Bookkeeping-machine operators, class A	190	41.0	49.00	-	-	-	-	4	8	13	81	14	9	17	9	-	5	-	-	5	21	-	-	-	2	2	-	-			
Manufacturing	22	40.0	58.00	-	-	-	-	-	-	5	-	1	-	7	-	-	-	-	5	-	-	-	-	-	2	2	-	-			
Nonmanufacturing 2/	168	41.5	48.00	-	-	-	-	4	8	8	81	13	9	10	9	-	5	-	-	-	21	-	-	-	-	-	-	-			
Wholesale trade	128	41.5	49.00	-	-	-	-	4	8	6	51	13	8	8	6	-	3	-	-	-	21	-	-	-	-	-	-	-			
Services	14	41.0	44.50	-	-	-	-	-	-	2	10	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-			

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table 1.--OFFICE OCCUPATIONS - Continued

(Average weekly earnings 1/ and weekly scheduled hours for selected occupations by industry division)

Sex, occupation, and industry division	Number of workers	Average		Number of workers receiving straight-time weekly earnings of -																											
		Weekly sched- uled hours	Weekly earn- ings	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
				25.00 and under 27.50	27.50 30.00	30.00 32.50	32.50 35.00	35.00 37.50	37.50 40.00	40.00 42.50	42.50 45.00	45.00 47.50	47.50 50.00	50.00 52.50	52.50 55.00	55.00 57.50	57.50 60.00	60.00 62.50	62.50 65.00	65.00 67.50	67.50 70.00	70.00 72.50	72.50 75.00	75.00 80.00	80.00 85.00	85.00 90.00	90.00 95.00	95.00 and over			
Women - Continued																															
Bookkeeping-machine operators, class B	585	40.0	\$40.50	-	-	15	48	97	128	98	76	86	18	6	6	-	2	3	2	-	-	-	-	-	-	-	-	-	-		
Manufacturing	47	40.0	46.00	-	-	-	-	-	12	12	3	4	5	2	3	-	1	3	2	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing 2/	538	40.0	40.50	-	-	15	48	97	116	86	73	82	13	4	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	156	40.0	42.50	-	-	-	-	22	33	11	40	44	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	56	40.5	39.50	-	-	-	2	14	12	21	1	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance **	288	40.0	39.00	-	-	11	46	59	71	45	30	20	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	31	39.5	42.50	-	-	4	-	2	-	8	2	14	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Calculating-machine operators (Comptometer type)	445	39.5	46.00	-	2	9	10	29	32	91	47	59	49	38	19	9	16	21	6	2	2	4	-	-	-	-	-	-	-		
Manufacturing	80	40.0	49.50	-	2	6	-	2	2	10	3	11	4	2	9	3	14	7	4	1	-	-	-	-	-	-	-	-	-		
Nonmanufacturing 2/	365	39.0	45.00	-	-	3	10	27	30	81	44	48	45	36	10	6	2	14	2	1	2	4	-	-	-	-	-	-	-		
Wholesale trade	163	39.0	45.00	-	-	2	3	13	8	43	21	22	14	18	7	1	1	4	-	-	2	4	-	-	-	-	-	-	-		
Retail trade	154	40.0	45.50	-	-	1	4	7	14	30	19	22	26	11	3	4	-	10	2	1	-	-	-	-	-	-	-	-	-		
Finance **	23	38.0	40.50	-	-	-	2	5	4	7	2	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Calculating-machine operators (other than Comptometer type)	105	40.0	42.50	-	2	2	8	10	8	21	17	17	5	9	-	5	-	-	-	-	1	-	-	-	-	-	-	-	-		
Manufacturing	20	40.0	47.00	-	-	-	-	-	-	-	3	13	2	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	-		
Nonmanufacturing 2/	85	40.0	41.50	-	2	2	8	10	8	21	14	4	3	9	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	41	41.0	42.00	-	-	-	3	3	5	11	11	4	2	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	14	40.0	38.50	-	-	2	1	2	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance **	21	39.0	39.00	-	2	-	4	5	-	7	-	-	-	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, accounting	1,129	39.0	46.00	-	-	22	63	110	125	174	98	145	72	101	24	43	25	64	14	14	4	9	12	8	2	-	-	-	-		
Manufacturing	154	40.0	47.50	-	-	-	-	14	6	19	22	30	19	7	5	6	10	10	-	2	2	-	-	2	-	-	-	-	-		
Nonmanufacturing 2/	975	39.0	45.50	-	-	22	63	96	119	155	76	115	53	94	19	37	15	54	14	12	2	9	12	6	2	-	-	-	-		
Public utilities *	460	38.0	48.00	-	-	3	29	30	75	39	37	46	25	53	5	28	12	28	13	6	2	9	12	6	2	-	-	-	-		
Wholesale trade	142	40.5	48.00	-	-	-	-	3	9	30	12	21	14	17	9	-	1	22	1	3	-	-	-	-	-	-	-	-	-		
Retail trade	67	40.5	43.50	-	-	3	2	13	3	14	1	11	4	6	2	5	2	-	1	-	-	-	-	-	-	-	-	-	-		
Finance **	183	39.0	40.00	-	-	16	32	28	27	20	21	11	9	9	3	1	-	4	-	2	-	-	-	-	-	-	-	-	-		
Clerks, file, class A 2/	234	40.0	42.50	-	4	3	21	22	48	35	27	44	14	3	-	1	1	2	4	2	2	-	-	-	-	1	-	-	-		
Nonmanufacturing 2/	227	40.0	42.00	-	4	3	19	22	48	35	26	42	14	1	-	1	1	2	4	2	2	-	-	-	-	1	-	-	-		
Wholesale trade	82	40.5	45.50	-	-	3	6	5	3	4	12	32	7	-	-	-	-	2	4	2	2	-	-	-	-	-	-	-	-		
Retail trade	23	40.0	41.00	-	-	-	4	1	3	6	3	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance **	78	39.0	40.50	-	4	-	2	16	15	22	9	4	4	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-		
Services	41	40.0	38.50	-	-	-	7	-	27	3	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, file, class B	621	39.5	35.00	2	59	161	126	105	97	42	21	3	-	1	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	59	39.5	39.00	-	-	2	3	5	27	14	7	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	562	39.5	34.50	2	59	159	123	100	70	28	14	3	-	1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities *	30	38.0	38.50	-	-	6	5	5	2	5	4	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	82	40.0	36.50	-	-	15	10	23	28	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	72	40.0	35.00	2	2	17	15	16	8	5	5	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance **	296	39.0	33.50	-	57	86	61	51	26	11	2	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	82	40.0	33.00	-	-	35	32	5	6	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table 1.—OFFICE OCCUPATIONS - Continued

(Average weekly earnings $\frac{1}{2}$ and weekly scheduled hours for selected occupations by industry division)

Sex, occupation, and industry division	Number of workers	Average		Number of workers receiving straight-time weekly earnings of -																									
		Weekly sched- uled hours	Weekly earn- ings	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				25.00 and under 27.50	27.50	30.00	32.50	35.00	37.50	40.00	42.50	45.00	47.50	50.00	52.50	55.00	57.50	60.00	62.50	65.00	67.50	70.00	72.50	75.00	80.00	85.00	90.00	95.00 and over	
Women - Continued																													
Stenographers, general	1,835	39.5	\$47.00	-	-	9	51	76	171	230	338	207	201	229	81	73	70	20	4	15	23	7	14	6	6	4	-	-	
Manufacturing	280	39.0	49.50	-	-	-	-	8	6	23	39	32	55	49	18	25	3	1	2	4	2	4	4	-	-	-	-	-	
Nonmanufacturing	1,555	39.5	46.50	-	-	9	51	68	165	207	299	175	146	180	63	48	62	19	2	11	21	3	10	6	6	4	-	-	
Public utilities *	199	38.5	49.00	-	-	1	9	11	27	15	18	12	19	36	11	6	3	6	-	5	18	1	1	-	-	-	-	-	
Wholesale trade	500	40.5	47.50	-	-	-	14	9	25	85	124	49	48	59	16	8	25	8	-	4	2	2	6	6	6	4	-	-	
Retail trade	180	40.5	45.00	-	-	4	8	15	10	37	10	35	14	22	7	4	8	2	-	1	-	-	3	-	-	-	-	-	
Finance **	501	39.5	46.00	-	-	2	16	21	45	49	129	53	47	59	27	23	23	3	2	1	1	-	-	-	-	-	-	-	
Services	175	40.5	43.00	-	-	2	4	12	58	21	18	26	18	4	2	7	3	-	-	-	-	-	-	-	-	-	-	-	
Stenographers, technical 2/	58	39.5	47.00	-	-	-	-	-	-	5	20	18	1	8	-	2	2	-	2	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	42	40.5	46.00	-	-	-	-	-	-	5	18	14	1	-	-	-	2	-	2	-	-	-	-	-	-	-	-	-	
Switchboard operators	213	41.0	42.00	-	8	5	15	57	16	20	19	23	14	7	17	2	5	-	1	-	2	-	-	-	2	-	-	-	
Manufacturing	33	39.5	43.00	-	-	4	6	7	-	-	-	5	-	2	5	-	3	-	1	-	-	-	-	-	-	-	-		
Nonmanufacturing	180	41.0	42.00	-	8	1	9	50	16	20	19	18	14	5	12	2	2	-	-	-	2	-	-	-	2	-	-		
Public utilities *	24	39.0	49.00	-	-	-	-	1	4	1	1	1	4	2	6	2	2	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	46	41.5	45.00	-	-	-	-	16	4	6	1	5	4	2	4	-	-	-	-	2	-	-	-	-	2	-	-		
Retail trade	58	41.0	40.50	-	-	1	6	12	8	10	5	9	5	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
Finance **	35	39.5	39.00	-	-	-	2	21	-	2	6	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	17	44.5	36.00	-	8	-	1	-	-	1	6	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Switchboard operator-receptionists	253	40.0	41.00	-	-	7	41	26	38	38	49	27	11	2	9	2	2	1	-	-	-	-	-	-	-	-	-		
Manufacturing	57	40.5	42.00	-	-	1	10	-	14	12	1	7	3	1	5	-	2	1	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	196	40.0	40.50	-	-	6	31	26	24	26	48	20	8	1	4	2	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	90	41.0	40.50	-	-	-	25	11	3	6	33	8	2	-	-	2	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	16	40.0	41.00	-	-	-	2	4	-	3	1	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance **	55	38.5	40.00	-	-	6	1	9	18	4	7	5	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	35	40.0	42.00	-	-	-	3	2	3	13	7	2	1	-	4	-	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators 2/	65	39.5	48.00	-	-	-	2	1	7	-	1	15	19	8	4	4	2	-	2	-	-	-	-	-	-	-	-		
Nonmanufacturing 2/	55	39.5	46.50	-	-	-	2	1	7	-	1	15	17	6	4	2	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	27	40.0	49.50	-	-	-	-	-	-	-	-	8	8	5	4	2	-	-	-	-	-	-	-	-	-	-	-		
Finance **	22	39.0	43.50	-	-	-	2	-	7	-	-	6	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Transcribing-machine operators, general	278	39.5	43.50	-	-	9	14	31	34	48	41	39	20	15	13	1	2	1	2	4	4	-	-	-	-	-	-		
Manufacturing	59	40.0	47.00	-	-	-	-	-	1	7	7	25	5	8	5	-	-	1	-	-	-	-	-	-	-	-	-		
Nonmanufacturing 2/	219	39.5	42.50	-	-	9	14	31	33	41	34	14	15	7	8	1	2	-	2	4	4	-	-	-	-	-	-		
Wholesale trade	111	40.5	45.00	-	-	-	3	20	18	15	12	13	9	2	8	1	-	-	2	4	4	-	-	-	-	-	-		
Finance **	96	38.5	40.00	-	-	9	11	11	13	24	19	-	2	5	-	-	2	-	-	-	-	-	-	-	-	-	-		

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table 3.—MAINTENANCE AND POWER PLANT OCCUPATIONS
(Average hourly earnings 1/ for men in selected occupations by industry division)

Occupation and industry division	Number of workers	Average hourly earnings	Number of workers receiving straight-time hourly earnings of -																											
			\$0.70 and under	\$0.75	\$0.80	\$0.85	\$0.90	\$0.95	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.25	\$1.30	\$1.35	\$1.40	\$1.45	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	
			.75	.80	.85	.90	.95	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	
Carpenters, maintenance	153	\$1.56	-	-	-	-	-	2	4	-	-	-	8	21	11	10	2	19	12	9	13	4	11	27	-	-	-	-	-	
Manufacturing	55	1.54	-	-	-	-	-	-	-	-	-	-	5	7	10	3	1	-	4	4	12	-	5	4	-	-	-	-	-	
Nonmanufacturing 2/	98	1.57	-	-	-	-	-	2	4	-	-	-	3	14	1	7	1	19	8	5	1	4	6	23	-	-	-	-	-	
Retail trade	55	1.71	-	-	-	-	-	-	-	-	-	-	-	5	1	7	1	1	8	4	1	4	-	23	-	-	-	-	-	
Electricians, maintenance 2/	213	1.85	-	-	-	-	-	-	-	-	-	-	2	14	-	2	4	2	6	9	62	8	75	4	12	-	-	9	4	
Manufacturing	139	1.81	-	-	-	-	-	-	-	-	-	-	-	10	-	2	4	-	5	7	62	4	25	4	12	-	-	-	4	
Engineers, stationary 2/	40	1.47	-	-	-	-	-	4	-	3	-	4	1	8	3	-	-	1	2	1	1	5	-	2	5	-	-	-	-	
Nonmanufacturing	31	1.30	-	-	-	-	-	4	-	3	-	4	1	8	3	-	-	1	2	1	1	3	-	-	-	-	-	-	-	
Retail trade	10	1.61	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	1	2	1	1	3	-	-	-	-	-	-	-	
Services	21	1.15	-	-	-	-	-	4	-	3	-	4	1	7	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Firemen, stationary boiler	79	1.21	7	4	4	4	-	8	8	9	4	2	3	6	-	-	-	-	6	-	-	-	1	13	-	-	-	-	-	
Manufacturing	50	1.24	-	-	-	1	-	8	7	8	4	2	3	6	-	-	-	-	6	-	-	-	-	5	-	-	-	-	-	
Nonmanufacturing	29	1.18	7	4	4	3	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	1	8	-	-	-	-	-	
Machinists, maintenance 2/	207	1.67	-	-	-	-	2	-	2	-	4	-	1	9	-	9	3	7	23	35	83	6	3	9	8	2	1	-	-	
Manufacturing	195	1.70	-	-	-	-	-	-	-	-	-	-	1	9	-	9	3	7	23	31	83	6	3	9	8	2	1	-	-	
Maintenance men, general utility	169	1.32	-	-	-	1	1	2	16	10	14	11	31	7	3	5	-	20	21	13	6	8	-	-	-	-	-	-	-	
Manufacturing	63	1.39	-	-	-	-	-	-	-	1	7	5	9	6	2	-	-	16	5	6	1	5	-	-	-	-	-	-	-	
Nonmanufacturing 2/	106	1.28	-	-	-	1	1	2	16	9	7	6	22	1	1	5	-	4	16	7	5	3	-	-	-	-	-	-	-	
Wholesale trade	60	1.24	-	-	-	1	-	-	11	-	5	3	22	-	1	2	-	4	8	2	-	1	-	-	-	-	-	-	-	
Retail trade	17	1.34	-	-	-	-	-	-	-	4	2	3	-	-	-	1	-	-	4	-	1	2	-	-	-	-	-	-	-	
Services	22	1.24	-	-	-	-	1	2	5	5	-	-	-	-	-	2	-	-	3	4	-	-	-	-	-	-	-	-	-	
Mechanics, automotive (maintenance)	206	1.51	-	-	-	-	-	-	22	-	-	4	2	13	14	7	7	10	12	68	27	13	6	1	-	-	-	-	-	
Manufacturing	46	1.48	-	-	-	-	-	-	12	-	-	-	-	3	3	1	-	6	3	10	7	-	1	-	-	-	-	-	-	
Nonmanufacturing 2/	160	1.51	-	-	-	-	-	-	10	-	-	4	2	13	11	4	6	10	6	65	17	6	6	-	-	-	-	-	-	
Public utilities *	124	1.52	-	-	-	-	-	-	10	-	-	3	2	7	11	-	-	9	-	59	15	4	4	-	-	-	-	-	-	
Retail trade	20	1.45	-	-	-	-	-	-	-	-	-	1	-	3	-	1	6	1	4	4	-	-	-	-	-	-	-	-	-	
Mechanics, maintenance 2/	257	1.62	-	-	-	-	-	-	-	-	2	7	19	9	18	16	25	11	26	19	46	2	35	8	-	4	-	10	-	
Manufacturing	193	1.59	-	-	-	-	-	-	-	-	2	7	16	8	15	12	12	11	23	18	43	2	2	8	-	4	-	10	-	
Millwrights	63	1.97	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	38	11	3	-	-	-	-	
Oilers	70	1.11	1	-	-	-	-	4	3	50	8	-	-	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	
Painters, maintenance 2/	72	1.80	-	-	-	-	-	-	-	-	-	-	1	5	4	2	5	-	5	4	6	3	1	30	-	-	-	-	6	
Manufacturing	26	1.65	-	-	-	-	-	-	-	-	-	-	1	2	3	-	4	-	1	3	3	2	-	7	-	-	-	-	-	
Pipe fitters, maintenance 2/	54	1.82	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	3	1	21	4	9	12	-	-	-	-	-	
Manufacturing	51	1.84	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	1	21	4	9	12	-	-	-	-	-	
Sheet-metal workers, maintenance	18	1.91	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	4	-	-	12	-	-	-	-	-	

1/ Excludes premium pay for overtime and night work.

2/ Includes data for industry divisions not shown separately.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Occupational Wage Survey, Atlanta, Georgia, March 1951
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table 4.—CUSTODIAL, WAREHOUSING AND SHIPPING OCCUPATIONS
(Average hourly earnings 1/ for selected occupations 2/ by industry division)

Occupation and industry division	Number of workers	Average hourly earnings	Number of workers receiving straight-time hourly earnings of -																											
			Under \$0.50	\$0.50 to .55	\$0.55 to .60	\$0.60 to .65	\$0.65 to .70	\$0.70 to .75	\$0.75 to .80	\$0.80 to .85	\$0.85 to .90	\$0.90 to .95	\$0.95 to 1.00	\$1.00 to 1.05	\$1.05 to 1.10	\$1.10 to 1.15	\$1.15 to 1.20	\$1.20 to 1.25	\$1.25 to 1.30	\$1.30 to 1.35	\$1.35 to 1.40	\$1.40 to 1.45	\$1.45 to 1.50	\$1.50 to 1.60	\$1.60 to 1.70	\$1.70 to 1.80	\$1.80 to 1.90	\$1.90 to 2.00	\$2.00 and over	
Guards 3/	187	\$1.41	-	-	-	-	-	-	-	-	6	1	3	7	1	2	8	2	3	64	-	30	-	-	39	21	-	-	-	-
Manufacturing	123	1.48	-	-	-	-	-	-	-	-	4	1	-	-	-	-	-	-	58	-	-	-	-	39	21	-	-	-	-	
Janitors, porters and cleaners (men)	1,912	.90	61	3	24	56	60	41	424	308	141	104	151	138	101	106	-	35	10	5	1	6	93	2	42	-	-	-	-	
Manufacturing	692	1.06	-	-	-	-	-	-	118	109	17	9	47	55	76	92	-	30	-	2	-	6	89	-	42	-	-	-	-	
Nonmanufacturing	1,220	.82	61	3	24	56	60	41	306	199	124	95	104	83	25	14	-	5	10	3	1	-	4	2	-	-	-	-	-	
Public utilities *	235	.92	-	-	-	-	-	-	9	58	25	51	76	8	-	-	-	-	8	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	291	.90	-	-	-	-	-	-	82	67	33	15	3	59	3	12	-	5	2	3	1	-	4	2	-	-	-	-	-	
Retail trade	362	.76	2	-	4	40	49	40	119	36	34	8	10	6	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance **	179	.81	1	-	2	9	-	-	76	28	32	17	6	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	153	.64	58	3	18	7	11	1	20	10	-	4	9	10	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters and cleaners (women)	446	.56	223	26	7	6	3	8	71	23	22	44	2	6	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	101	.86	-	-	-	-	-	-	38	9	4	44	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing 3/	345	.47	223	26	7	6	3	8	33	14	18	-	2	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	74	.64	9	23	6	6	2	6	11	4	-	-	2	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Order fillers	1,017	1.13	-	-	-	-	-	-	82	55	48	144	56	45	87	51	148	10	51	18	19	18	64	90	2	28	1	-	-	
Manufacturing	246	1.23	-	-	-	-	-	-	5	29	4	10	1	23	36	-	19	-	31	12	-	-	10	41	-	25	-	-	-	
Nonmanufacturing 3/	771	1.10	-	-	-	-	-	-	77	26	44	134	55	22	51	51	129	10	20	6	19	18	54	49	2	3	1	-	-	
Wholesale trade	592	1.12	-	-	-	-	-	-	63	25	41	81	16	12	47	46	108	1	1	6	18	18	54	49	2	3	1	-	-	
Retail trade	177	1.01	-	-	-	-	-	-	14	1	3	51	39	10	4	5	21	9	19	-	1	-	-	-	-	-	-	-	-	
Packers	949	.99	-	-	-	-	1	1	352	45	51	20	82	20	33	96	94	10	45	6	6	1	42	26	4	-	-	10	4	
Manufacturing	214	1.15	-	-	-	-	-	-	31	17	26	2	-	-	12	24	34	4	12	2	6	-	4	22	4	-	-	10	4	
Nonmanufacturing 3/	735	.95	-	-	-	-	1	1	321	28	25	18	82	20	21	72	60	6	33	4	-	1	38	4	-	-	-	-	-	
Wholesale trade	592	.93	-	-	-	-	-	-	313	12	22	3	38	12	13	69	57	-	9	1	-	1	38	4	-	-	-	-	-	
Retail trade	131	1.00	-	-	-	-	1	1	8	16	2	14	40	8	4	3	3	6	24	1	-	-	-	-	-	-	-	-	-	
Shipping clerks	321	1.27	-	4	-	-	-	-	1	3	2	28	5	31	6	17	12	49	11	26	57	4	4	25	13	5	10	6	2	
Manufacturing	114	1.43	-	-	-	-	-	-	-	-	-	6	-	6	2	3	5	13	2	13	10	4	1	14	13	5	9	6	2	
Nonmanufacturing 3/	207	1.18	-	4	-	-	-	-	1	3	2	22	5	25	4	14	7	36	9	13	47	-	3	11	-	-	1	-	-	
Wholesale trade	171	1.16	-	-	-	-	-	-	1	3	1	21	5	25	3	13	7	36	3	3	46	-	3	-	-	-	1	-	-	
Retail trade	14	1.21	-	-	-	-	-	-	-	-	1	1	-	-	1	1	-	-	6	2	1	-	-	1	-	-	-	-	-	
Receiving clerks	246	1.26	-	-	-	-	-	-	-	6	14	24	6	4	19	36	12	4	20	17	5	27	4	5	4	31	1	7	-	
Manufacturing	98	1.40	-	-	-	-	-	-	-	3	2	1	-	1	12	27	2	1	2	2	-	2	-	2	3	31	1	6	-	
Nonmanufacturing 3/	148	1.17	-	-	-	-	-	-	-	3	12	23	6	3	7	9	10	3	18	15	5	25	4	3	1	-	-	1	-	
Wholesale trade	82	1.13	-	-	-	-	-	-	-	-	10	21	4	2	5	7	1	-	3	-	3	25	-	-	-	-	-	1	-	
Retail trade	45	1.21	-	-	-	-	-	-	-	3	2	2	2	-	1	2	2	1	12	9	2	-	4	3	-	-	-	-	-	
Shipping and receiving clerks	399	1.18	-	-	-	-	-	-	-	4	8	53	51	45	25	26	41	11	31	24	14	18	4	7	14	11	4	8	-	
Manufacturing	52	1.23	-	-	-	-	-	-	-	2	2	-	-	-	10	12	11	-	5	-	-	2	-	-	4	2	2	-	-	
Nonmanufacturing 3/	347	1.17	-	-	-	-	-	-	-	2	6	53	51	45	15	14	30	11	26	24	14	16	4	7	10	9	2	8	-	
Wholesale trade	267	1.13	-	-	-	-	-	-	-	-	1	51	41	41	4	11	22	8	25	19	14	16	3	4	-	6	1	-	-	
Retail trade	31	1.32	-	-	-	-	-	-	-	-	3	2	4	-	2	3	-	3	-	-	-	-	-	1	10	3	-	-	-	
Services	31	1.14	-	-	-	-	-	-	-	-	2	-	6	2	7	-	7	-	-	5	-	-	-	2	-	-	-	-	-	

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Occupational Wage Survey, Atlanta, Georgia, March 1951
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table 4.—CUSTODIAL, WAREHOUSING AND SHIPPING OCCUPATIONS - Continued
(Average hourly earnings 1/ for selected occupations 2/ by industry division)

Occupation and industry division	Number of workers	Average hourly earnings	Number of workers receiving straight-time hourly earnings of -																											
			Under \$0.50	\$0.50	\$0.55	\$0.60	\$0.65	\$0.70	\$0.75	\$0.80	\$0.85	\$0.90	\$0.95	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.25	\$1.30	\$1.35	\$1.40	\$1.45	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00 and over	
				.55	.60	.65	.70	.75	.80	.85	.90	.95	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.60	1.70	1.80	1.90	2.00		
Stock handlers and truckers, hand	2,494	.99	-	-	-	-	-	-	650	402	139	410	40	262	97	34	3	26	79	1	-	4	46	154	147	-	-	-	-	
Manufacturing	1,264	1.06	-	-	-	-	-	-	313	175	28	234	22	50	44	24	-	26	46	1	-	2	-	152	147	-	-	-	-	
Nonmanufacturing	1,230	.91	-	-	-	-	-	-	337	227	111	176	18	212	53	10	3	-	33	-	-	2	46	2	-	-	-	-	-	
Public utilities *	271	.98	-	-	-	-	-	-	-	-	-	136	1	134	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	789	.87	-	-	-	-	-	-	306	208	99	17	11	56	36	6	-	-	-	-	-	2	46	2	-	-	-	-	-	
Retail trade	170	.98	-	-	-	-	-	-	31	19	12	23	6	22	17	4	3	-	33	-	-	-	-	-	-	-	-	-	-	
Truck drivers, light (under 1½ tons)	472	.84	-	-	2	-	-	3	223	112	56	14	3	10	11	17	2	7	-	2	-	-	3	-	7	-	-	-	-	
Manufacturing	19	1.28	-	-	-	-	-	-	2	-	-	-	-	-	2	6	-	-	-	2	-	-	-	-	7	-	-	-	-	
Nonmanufacturing	453	.82	-	-	2	-	-	3	221	112	56	14	3	10	9	11	2	7	-	-	-	3	-	-	-	-	-	-	-	
Wholesale trade	349	.81	-	-	-	-	-	-	191	93	36	-	-	-	9	8	2	7	-	-	-	3	-	-	-	-	-	-	-	
Retail trade	77	.85	-	-	-	-	-	-	23	16	12	12	3	8	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	27	.81	-	-	2	-	-	3	7	3	8	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Truck drivers, medium (1½ to and including 4 tons) 3/	1,124	.98	-	-	-	-	-	-	301	125	95	16	20	39	229	155	7	24	18	25	2	15	9	18	10	-	15	-	1	
Nonmanufacturing 3/	750	1.01	-	-	-	-	-	-	98	80	81	12	20	22	224	132	1	10	18	18	1	10	9	14	-	-	-	-	-	
Wholesale trade	264	.88	-	-	-	-	-	-	60	73	74	4	10	-	8	22	-	-	-	-	-	-	13	-	-	-	-	-	-	
Retail trade	133	1.01	-	-	-	-	-	-	38	7	7	8	10	22	-	6	1	1	12	-	1	10	9	1	-	-	-	-	-	
Truck drivers, heavy (over 4 tons, trailer type) 3/	243	1.15	-	-	-	-	-	-	45	-	-	21	-	30	-	10	2	33	43	3	5	18	-	15	8	2	8	-	-	
Nonmanufacturing 3/	220	1.15	-	-	-	-	-	-	45	-	-	21	-	30	-	10	-	18	37	3	5	18	-	15	8	2	8	-	-	
Wholesale trade	154	1.10	-	-	-	-	-	-	45	-	-	21	-	30	-	-	-	-	21	3	-	1	-	15	8	2	8	-	-	
Truckers, power (fork-lift) 3/	226	1.11	-	-	-	-	-	-	10	11	19	4	14	27	70	3	25	2	4	-	-	4	-	22	-	10	1	-	-	
Manufacturing	123	1.17	-	-	-	-	-	-	6	11	9	1	14	17	-	-	25	2	4	-	-	4	-	20	-	10	-	-	-	
Truckers, power (other than fork-lift) 3/	120	1.39	-	-	-	-	-	-	5	5	1	1	4	2	6	-	4	-	16	2	6	-	-	12	56	-	-	-	-	
Manufacturing	78	1.44	-	-	-	-	-	-	5	4	1	-	4	2	6	-	-	-	-	-	-	-	-	56	-	-	-	-	-	
Watchmen	309	.95	6	1	8	2	1	-	79	31	25	34	5	25	18	12	-	20	12	9	5	2	3	8	3	-	-	-	-	
Manufacturing	157	.92	-	-	-	-	-	-	59	11	22	9	2	16	14	-	-	10	8	6	-	-	-	-	-	-	-	-	-	
Nonmanufacturing 3/	152	.98	6	1	8	2	1	-	20	20	3	25	3	9	4	12	-	10	4	3	5	2	3	8	3	-	-	-	-	
Public utilities *	42	1.04	-	-	-	-	-	-	5	-	-	17	-	5	1	3	-	-	3	3	5	-	-	-	-	-	-	-	-	
Wholesale trade	38	1.16	-	-	3	-	-	-	7	2	-	-	-	-	2	8	-	-	-	-	-	2	3	8	3	-	-	-	-	
Retail trade	36	.89	1	-	3	-	-	-	6	3	3	8	3	4	1	1	-	2	1	-	-	-	-	-	-	-	-	-	-	
Services	25	.80	5	1	2	2	1	-	2	4	-	-	-	-	-	-	-	8	-	-	-	-	-	-	-	-	-	-	-	

1/ Excludes premium pay for overtime and night work.

2/ Data limited to men workers except where otherwise indicated.

3/ Includes data for industry divisions not shown separately.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

CHARACTERISTIC INDUSTRY OCCUPATIONS

(Average earnings in selected occupations in manufacturing and nonmanufacturing industries)

Table 5.—WOMEN'S AND MISSES' DRESSES 1/

Occupation and sex	Number of workers	Average hourly earnings 2/	Number of workers receiving straight-time hourly earnings of -																				
			\$0.725 and under .75	\$0.75 .775	\$0.775 .80	\$0.80 .85	\$0.85 .90	\$0.90 .95	\$0.95 1.00	\$1.00 1.05	\$1.05 1.10	\$1.10 1.15	\$1.15 1.20	\$1.20 1.25	\$1.25 1.30	\$1.30 1.35	\$1.35 1.40	\$1.40 1.45	\$1.45 1.50	\$1.50 1.60	\$1.60 1.70	\$1.70 1.80	\$1.80 and over
<u>Men</u>																							
Cutters and markers	8	\$1.50	-	-	-	-	1	-	-	-	-	-	-	-	1	-	1	2	-	1	-	1	1
<u>Women</u>																							
Inspectors, final (examiners)	5	.87	-	2	-	1	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Pressers, hand	42	.76	-	39	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sewers, hand	7	.78	-	4	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sewing-machine operators, section system	122	1.00	-	22	2	7	2	22	10	17	7	9	3	9	4	-	4	1	1	1	1	-	-
Sewing-machine operators, single-hand (tailor) system	85	.94	1	11	1	12	14	13	5	10	6	3	4	1	3	-	-	1	-	-	-	-	-
Thread trimmers	16	.77	-	12	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

1/ The study covered establishments employing more than 7 workers engaged in the manufacture of women's and misses' dresses. All 8 establishments, employing 343 workers, estimated to be in this industry were studied. The data relate to an August 1950 pay period; in a follow-up check, all establishments reported a general wage adjustment of 5 percent between August 1950 and March 1951.

2/ Excludes premium pay for overtime and night work.

Table 6.—MACHINERY INDUSTRIES 1/

Occupation 2/	Number of workers	Average hourly earnings 3/	Number of workers receiving straight-time hourly earnings of -																					
			\$0.75 and under .80	\$0.80 .85	\$0.85 .90	\$0.90 .95	\$0.95 1.00	\$1.00 1.05	\$1.05 1.10	\$1.10 1.15	\$1.15 1.20	\$1.20 1.25	\$1.25 1.30	\$1.30 1.35	\$1.35 1.40	\$1.40 1.45	\$1.45 1.50	\$1.50 1.55	\$1.55 1.60	\$1.60 1.65	\$1.65 1.70	\$1.70 1.75	\$1.75 1.80	\$1.80 and over
Assemblers, class A	24	\$1.46	-	-	-	-	-	-	-	-	-	-	-	-	2	12	3	2	5	-	-	-	-	-
Drill-press operators, single- and multiple-spindle, class B	20	1.15	-	-	-	-	6	-	1	2	-	-	9	-	2	-	-	-	-	-	-	-	-	-
Drill-press operators, single- and multiple-spindle, class C	14	1.07	-	-	-	-	1	5	2	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricians, maintenance	6	1.45	-	-	-	-	-	-	-	-	-	-	1	-	2	2	2	-	-	-	-	-	1	-
Engine-lathe operators, class B	15	1.37	-	-	-	-	-	-	-	-	-	-	2	2	5	3	3	-	-	-	-	-	-	-
Inspectors, class B	5	1.15	-	-	-	-	-	2	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-
Janitors	40	.91	6	8	2	1	6	15	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machinists, production	94	1.57	-	-	-	-	-	-	-	-	-	-	2	4	1	16	6	-	28	3	4	3	27	-
Tool-and-die makers (other than jobbing shops)	15	1.73	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	1	1	1	1	1	1	7
Truckers, hand	48	.94	5	9	-	5	14	2	6	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Welders, hand, class A	25	1.52	-	-	-	-	-	-	-	-	-	-	-	1	3	1	-	-	17	3	-	-	-	-
Welders, hand, class B	49	1.27	-	-	-	-	4	6	2	3	5	-	1	1	-	6	21	-	-	-	-	-	-	-

1/ The study covered establishments employing more than 20 workers in non-electrical machinery industries (Group 35) as defined in the Standard Industrial Classification Manual (1945 edition) prepared by the Bureau of the Budget; machine-tool accessory establishments with more than 7 workers were scheduled. Of the estimated 21 establishments and 1,850 workers in these industries, 12 establishments with 1,401 workers were actually studied. The data relate to a January 1951 pay period; in a follow-up check one establishment reported that a general wage adjustment of 5 cents per hour went into effect between January and March 1951.

2/ Data limited to men workers.

3/ Excludes premium pay for overtime and night work.

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Table 7.--DEPARTMENT STORES 1/

Occupation and sex	Number of workers	Average			Number of workers receiving straight-time weekly earnings of -																											
		Weekly sched- uled hours	Hourly earn- ings 2/ 2/	Weekly earn- ings 2/ 2/	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$				
					15.00 and under 17.50	17.50	20.00	22.50	25.00	27.50	30.00	32.50	35.00	37.50	40.00	42.50	45.00	47.50	50.00	52.50	55.00	57.50	60.00	70.00	80.00	90.00	100.00	and over				
<u>Men</u>																																
Porters, day (cleaners)	74	40.0	\$0.75	\$30.00	-	-	1	3	13	4	37	9	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Sales clerks:																																
Floor coverings	16	40.0	1.75	70.00	-	-	-	-	-	-	-	-	-	-	1	-	2	1	1	-	-	-	2	2	5	2	-	-				
Furniture and bedding	27	40.0	2.39	95.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2	-	1	3	6	5	9	-	-				
Women's shoes	25	40.0	1.21	48.50	-	-	-	-	-	-	-	1	1	2	3	-	3	-	8	3	1	-	3	-	-	-	-	-				
Stockmen, warehouse	47	40.0	.91	36.50	-	-	-	-	1	-	9	11	10	4	5	1	3	1	2	-	-	-	-	-	-	-	-	-				
Tailors, alteration, men's garments	6	40.0	1.44	57.50	-	-	-	-	-	-	-	-	-	-	1	-	1	1	-	-	-	2	1	-	-	-	-	-				
<u>Women</u>																																
Sales clerks:																																
Boys' furnishings	22	40.0	.86	34.50	-	-	-	-	-	3	7	2	5	2	-	-	3	-	-	-	-	-	-	-	-	-	-	-				
Notions, trimmings	46	40.0	.80	32.00	-	-	-	-	6	4	16	13	4	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-				
Women's and misses' dresses	93	40.0	.95	38.00	-	-	2	2	-	2	15	10	18	14	9	9	3	1	3	2	-	-	2	1	-	-	-	-				
Women's and misses' suits and coats ...	56	40.0	1.05	42.00	-	1	-	2	1	1	5	5	2	8	4	6	5	5	4	1	1	2	2	1	-	-	-	-				
Stock girls, selling sections	76	40.0	.56	22.50	16	17	20	9	1	-	-	1	-	10	1	1	-	-	-	-	-	-	-	-	-	-	-	-				

1/ The study covered department stores employing more than 150 workers. All 4 stores in this industry, employing 6,132 workers, were studied.

2/ Excludes premium pay for overtime.

Table 8.--BANKING 1/

Occupation and sex	Number of workers	Average			Number of workers receiving straight-time weekly earnings of -																
		Weekly sched- uled hours	Hourly earn- ings 2/	Weekly earn- ings 2/	\$30.00 and under 32.50	\$32.50 35.00	\$35.00 37.50	\$37.50 40.00	\$40.00 42.50	\$42.50 45.00	\$45.00 47.50	\$47.50 50.00	\$50.00 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	
<u>Men</u>																					
Cleaners	42	40.0	\$0.84	\$33.50	22	11	7	-	2	-	-	-	-	-	-	-	-	-	-	-	
Tellers, all-around	16	40.0	1.39	55.50	-	-	-	-	3	1	-	2	-	2	-	1	-	4	3	-	
Tellers, note	21	40.0	1.35	54.00	-	-	-	-	-	2	3	2	5	-	-	3	-	5	-	1	
<u>Women</u>																					
Bookkeeping-machine operators, class B	165	40.0	.98	39.00	10	26	28	39	29	20	8	4	1	-	-	-	-	-	-	-	
Clerks, transit	64	40.0	.95	38.00	6	11	20	9	7	7	-	2	2	-	-	-	-	-	-	-	
Proof-machine operators	102	40.0	1.00	40.00	-	11	23	21	19	14	5	7	2	-	-	-	-	-	-	-	
Stenographers, general	156	40.0	1.18	47.00	-	2	6	11	18	35	20	20	12	13	8	5	2	2	1	1	
Tellers, paying or paying and receiving, commercial	112	40.0	1.14	45.50	-	-	5	9	26	24	12	9	8	10	6	2	1	-	-	-	

1/ The study covered establishments in the banking industry with more than 20 workers. Of the estimated 9 establishments and 2,498 workers in this industry, 7 establishments and 2,071 workers were actually studied.

2/ Excludes premium pay for overtime.

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Table 9.--POWER LAUNDRIES 1/

Occupation and sex	Number of workers	Average hourly earnings <u>2/</u>	Number of workers receiving straight-time hourly earnings of -																	
			\$0.30 and under	\$0.35 -	\$0.40 -	\$0.45 -	\$0.50 -	\$0.55 -	\$0.60 -	\$0.65 -	\$0.70 -	\$0.75 -	\$0.80 -	\$0.85 -	\$0.90 -	\$0.95 -	\$1.00 -	\$1.05 -	\$1.10 -	\$1.15 and over
			.35	.40	.45	.50	.55	.60	.65	.70	.75	.80	.85	.90	.95	1.00	1.05	1.10	1.15	
<u>Men</u>																				
Clerks, retail receiving	28	\$0.84	-	-	-	-	2	1	4	-	3	5	4	1	-	-	1	-	-	7
Extractor operators	54	.73	-	-	-	-	-	6	8	5	16	4	8	2	5	-	-	-	-	-
Firemen, stationary boiler	10	.78	-	-	-	-	-	-	-	-	6	-	-	4	-	-	-	-	-	-
Washers, machine	58	.87	-	-	-	-	-	-	1	4	4	9	4	7	19	-	3	7	-	-
<u>Women</u>																				
Clerks, retail receiving	76	.67	-	1	4	2	7	12	4	20	7	7	5	4	-	-	2	1	-	-
Finishers, flatwork, machine, total	375	.39	40	126	176	28	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Time	244	.38	40	126	49	24	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Incentive	131	.41	-	-	127	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Identifiers, total	63	.59	-	-	1	25	8	6	-	10	2	3	7	1	-	-	-	-	-	-
Time	25	.72	-	-	1	-	-	1	-	10	2	3	7	1	-	-	-	-	-	-
Incentive	38	.51	-	-	-	25	8	5	-	-	-	-	-	-	-	-	-	-	-	-
Markers	141	.57	3	3	8	16	37	27	13	20	2	5	2	4	1	-	-	-	-	-
Pressers, machine, shirt, total	276	.53	-	6	25	100	66	40	3	13	11	2	10	-	-	-	-	-	-	-
Time	94	.48	-	5	6	55	20	8	-	-	-	-	-	-	-	-	-	-	-	-
Incentive	182	.55	-	1	19	45	46	32	3	13	11	2	10	-	-	-	-	-	-	-
Wrappers, bundle, total	83	.45	1	18	23	18	10	7	3	-	-	-	-	-	-	-	-	-	-	-
Time	62	.44	1	18	17	14	3	3	6	-	-	-	-	-	-	-	-	-	-	-
Incentive	21	.49	-	-	6	4	7	4	-	-	-	-	-	-	-	-	-	-	-	-

1/ The study covered power laundries with more than 20 workers. Of the estimated 40 establishments and 2,384 workers in this industry, 16 establishments with 1,275 workers were actually studied.

2/ Excludes premium pay for overtime and night work.

Table 10.--AUTO REPAIR SHOPS 1/

Occupation ^{2/}	Number of workers	Average hourly earnings ^{3/}	Number of workers receiving straight-time hourly earnings of -																						
			\$0.65 and under	\$0.70	\$0.75	\$0.80	\$0.85	\$0.90	\$0.95	\$1.00	\$1.10	\$1.20	\$1.30	\$1.40	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.20	\$2.40	\$2.60	\$2.80	
			.70	.75	.80	.85	.90	.95	1.00	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.20	2.40	2.60	2.80	3.00	
Body repairmen, metal	152	\$1.74	-	-	-	-	-	-	-	-	5	2	4	2	22	31	18	15	4	13	15	1	4	1	
Electricians, automotive, total	31	1.87	-	-	-	-	-	-	-	-	-	-	3	1	2	5	2	5	11	1	1	-	-	-	
Time	14	1.84	-	-	-	-	-	-	-	-	-	-	2	1	2	-	2	-	7	-	-	-	-	-	
Incentive	17	1.89	-	-	-	-	-	-	-	-	-	-	1	-	-	5	-	5	4	1	1	-	-	-	
Greasers	75	.93	-	2	18	12	15	7	1	11	2	1	2	1	-	1	2	-	-	-	-	-	-	-	
Mechanics, automotive, class A, total	602	1.60	-	-	-	-	-	-	-	14	39	54	64	149	49	33	54	27	14	49	32	10	10	4	
Time	223	1.36	-	-	-	-	-	-	-	-	16	33	44	120	8	2	-	-	-	-	-	-	-	-	
Incentive	379	1.75	-	-	-	-	-	-	-	14	23	21	20	29	41	31	54	27	14	49	32	10	10	4	
Mechanics, automotive, class B, total	196	1.14	-	-	2	4	18	4	2	51	38	32	30	9	5	-	1	-	-	-	-	-	-	-	
Time	116	1.08	-	-	2	4	18	4	2	28	19	24	15	-	-	-	-	-	-	-	-	-	-	-	
Incentive	80	1.23	-	-	-	-	-	-	-	23	19	8	15	9	5	-	1	-	-	-	-	-	-	-	
Washers, automobile	92	.76	21	13	22	26	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

1/ The study covered establishments with more than 4 workers in general automobile repair shops (Group 7538) and motor vehicle dealer establishments, new and used (Group 551) as defined in the Standard Industrial Classification Manual (1949 edition) prepared by the Bureau of the Budget. Of the estimated 66 establishments and 3,145 workers in these industries, 18 establishments with 1,409 workers were actually studied.

2/ Data limited to men workers.

3/ Excludes premium pay for overtime and night work.

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UNION WAGE SCALES

(Minimum wage rates and maximum straight-time hours per week 1/ agreed upon through collective bargaining between employers and trade unions. Rates and hours are those in effect April 1, 1951.)

Table 11.—BAKERIES

Classification	Rate per hour	Hours per week
Bread and cake—Machine shops:		
Agreement A:		
Bread mixers and ovenmen	\$1.38	40
Checkers, wrapping-machine operators ...	1.28	40
Agreement B:		
Bread:		
Foremen	1.52	40
Dough mixers, ovenmen	1.32	40
Benchmen, rolling machine, moldermen.	1.21	40
Wrapping-machine operators	1.19	40
Checkers	1.16	40
Bread rackers, oven helpers, pan greasers, (after 6 months); wrapping-machine helpers95	40
Cake:		
Foremen	1.45	40
Mixers and ovenmen	1.30	40
Ingredient scalers, and scaling-machine operators	1.09	40
Icers, wrappers, packers, cutters, (after 6 months) cake-wrapping-machine operators92	40
Dumpers82	40

Table 12.—BUILDING CONSTRUCTION

Classification	Rate per hour	Hours per week
<u>Journeyman</u>		
Asbestos workers	\$2.50	40
Boilermakers	2.35	40
Bricklayers	2.75	40
Carpenters	2.00	40
Cement finishers	2.20	40
Electricians (inside wiremen)	2.50	40
Elevator constructors	2.52	40
Engineers - Power equipment operators -		
Air compressors	1.50	40
Bulldozers:		
Under 40 horsepower	1.50	40
Over 40 horsepower	1.75	40

1/ Hours per week are shown only for industries reporting a regular workweek after which premium overtime was paid.

Table 12.—BUILDING CONSTRUCTION - Continued

Classification	Rate per hour	Hours per week
Engineers—Power equipment operators - Continued		
Crane, derrick and dragline	\$2.25	40
Pumps rollers	1.50	40
Scrapers	1.75	40
Tractors:		
40 horsepower and under	1.50	40
Over 40 horsepower	1.75	40
Trenching machines	2.00	40
Glaziers	2.00	40
Lathers	2.50	40
Painters, brush	2.00	40
Paperhangers	2.10	40
Plasterers	2.50	40
Plumbers	2.60	40
Rodmen	2.00	40
Roofers, composition	1.75	40
Roofers, slate and tile	2.00	40
Sheet-metal workers	2.20	40
Sign painters	2.25	40
Structural and ornamental iron workers	2.25	40
Tile layers	2.50	40
<u>Helpers and laborers</u>		
Bricklayers' tenders	1.10	40
Building laborers	1.05	40
Elevator constructors' helpers	1.82	40
Plasterers' laborers	1.10	40
Plumbers' laborers	1.05	40

Table 13.—LOCAL TRANSIT OPERATING EMPLOYEES

Classification	Rate per hour
Busses and trackless trolleys:	
First 6 months	\$1.30
7-12 months	1.36
After 1 year	1.40
Feeder busses:	
First 6 months	1.25
7-12 months	1.31
After 1 year	1.35

Table 14.—MOTORTRUCK DRIVERS AND HELPERS

Classification	Rate per hour	Hours per week
Armored cars	\$1.320	40
Baggage950	40
Helpers900	40
Bakery	1.200	48
Beer - Keg drivers	1.335	40
General-Freight, city delivery	1.150	48
Helpers	1.020	48
Grocery - Chain store:		
Agreement A	1.250	40
Helpers	1.050	40
Agreement B	1.200	48
Grocery - Wholesale:		
(After 30 days)	1.250	40
Lard and vegetable products - Packing house:		
City drivers	1.235	40
Meat - Packing house:		
Agreement A	1.490	40
Agreement B	1.390	53
Oil:		
First 6 months	1.321	40
7-12 months	1.344	40
13-18 months	1.367	40
19-24 months	1.380	40
25-30 months	1.413	40
31-36 months	1.436	40
37-42 months	1.459	40
43-48 months	1.482	40
49-54 months	1.505	40
55-60 months	1.528	40
After 5 years	1.541	40
Railway express:		
Pick-up and delivery	1.585	40
Money pick-up	1.725	40

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Table 15.--PRINTING

Classification	Rate per hour	Hours per week
Book and job shops:		
Bindery women	\$1.250	37½
Bookbinders	2.416	37½
Compositors, hand	2.480	37½
Electrotypers	2.608	37½
Machine operators	2.480	37½
Mailers	2.267	37½
Photoengravers	2.693	37½
Press assistants and feeders	1.637	37½
Pressmen, cylinder	2.427	37½
2-color presses	2.533	37½
Rotary and offset presses	2.597	37½
Pressmen, platen	2.427	37½
Newspapers:		
Compositors, hand:		
Day work	2.533	37½
Night work	2.613	37½
Machine operators:		
Day work	2.533	37½
Mailers:		
Day work	1.975	40
Night work	2.107	37½
Photoengravers:		
Day work	2.693	37½
Night work	2.853	37½
Pressmen, web presses:		
Day work	2.453	37½
Night work	2.561	37½
Pressmen-in-charge:		
Day work	2.673	37½
Night work	2.781	37½
Stereotypers:		
Day work	2.533	37½
Night work	2.641	37½

Table 16.--MINIMUM ENTRANCE RATES FOR PLANT WORKERS 1/

Minimum rate (in cents)	Percent of plant 2/ workers in establishments with specified minimum rates in -					
	All industries 3/	Manu- facturing	Public utilities*	Whole- sale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0
40 or under	2.8	-	-	-	3.0	30.7
Over 40 and under 451	-	-	-	-	.9
45	4.6	-	-	-	25.0	-
Over 45 and under 50	-	-	-	-	-	-
50	3.3	-	-	-	18.0	-
Over 50 and under 55	-	-	-	-	-	-
55	-	-	-	-	-	-
Over 55 and under 60	-	-	-	-	-	-
606	-	-	-	3.3	-
Over 60 and under 65	2.8	2.5	-	-	8.2	-
652	-	-	-	-	2.6
Over 65 and under 70	2.3	-	14.3	-	2.8	-
708	-	-	-	4.3	-
Over 70 and under 75	-	-	-	-	-	-
75	36.8	37.2	57.7	74.9	7.8	13.5
Over 75 and under 80	1.5	2.6	-	1.6	-	-
80	3.7	4.8	-	1.7	5.6	-
Over 80 and under 85	2.4	4.8	-	-	-	-
85	3.7	2.8	-	1.0	11.9	-
Over 85 and under 90	3.4	3.1	13.7	1.1	-	-
90	1.9	3.2	-	2.6	-	-
Over 90 and under 95	3.6	4.3	11.5	-	-	-
95	-	-	-	-	-	-
Over 95 and under 100	2.7	3.8	-	6.4	-	1.1
100	1.1	1.7	-	2.0	-	-
Over 100 and under 105 ...	2.5	4.4	2.5	-	-	-
105	-	-	-	-	-	-
Over 105 and under 110 ...	-	-	-	-	-	-
110	-	-	-	-	-	-
Over 110 and under 115 ...	4.9	9.7	-	-	-	-
115	(4/)	-	-	.1	-	-
Over 115 and under 1208	1.0	.3	2.2	-	-
120	-	-	-	-	-	-
Over 120 and under 125 ...	5.5	10.9	-	-	-	-
125 and over	1.6	3.2	-	-	-	.2
Establishments with no established minimum ...	6.4	-	-	6.4	10.1	51.0

1/ Lowest rates formally established for hiring either men or women plant workers, other than watchmen.

2/ Other than office workers.

3/ Excludes data for finance, insurance, and real estate.

4/ Less than 0.05 of 1 percent.

* Transportation (excluding railroads), communication, and other public utilities.

Table 17.--SHIFT DIFFERENTIAL PROVISIONS

Shift differential	Percent of plant workers employed on each shift			
	All manufacturing industries 1/		Machinery	
	2nd shift	3rd or other shift	2nd shift	3rd or other shift
Percent of workers on extra shifts, all establishments	13.3	4.8	2.8	-
Receiving shift differentials	8.6	2.4	2.4	-
Uniform cents (per hour)	8.2	2.2	2.4	-
Under 5 cents	3.8	-	-	-
5 cents	3.1	.4	.6	-
Over 5 and under 10 cents6	1.6	-	-
10 cents	-	.1	-	-
Over 10 cents7	.1	1.8	-
Uniform percentage4	.2	-	-
Under 5 percent	-	-	-	-
5 percent4	.2	-	-
Over 5 and under 10 percent ..	-	(2/)	-	-
Receiving no differential	4.7	2.4	.4	-

1/ Includes data for industries other than those shown separately.

2/ Less than 0.05 of 1 percent.

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Table 18.--SCHEDULED WEEKLY HOURS

Weekly hours	Percent of women office workers employed in -							Percent of plant 1/ workers employed in -					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries 2/	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
35 hours	2.1	-	12.6	2.9	-	-	-	0.6	-	5.0	-	-	-
Over 35 and under 38 3/4 hours	15.9	19.9	72.2	4.2	-	13.1	6.1	.2	0.3	-	-	-	-
38 3/4 hours	3.6	.6	-	-	3.2	10.1	-	-	-	-	-	-	-
Over 38 3/4 and under 40 hours	3.8	-	-	-	-	11.2	3.9	-	-	-	-	-	-
40 hours	67.5	75.2	11.6	79.0	85.0	65.6	77.9	75.0	87.0	78.3	63.3	66.2	26.6
Over 40 and under 45 hours	6.3	3.4	3.6	13.9	9.2	-	8.8	5.6	.5	-	15.7	12.9	15.8
45 hours6	-	-	-	2.3	-	2.7	2.9	-	-	.1	2.0	34.1
Over 45 and under 48 hours	-	-	-	-	-	-	-	.7	-	-	.8	3.3	-
48 hours1	.9	-	-	.3	-	-	8.5	9.4	-	4.5	10.6	18.0
Over 48 and under 50 hours	-	-	-	-	-	-	-	.7	-	-	6.6	-	-
50 hours1	-	-	-	-	-	.6	2.9	2.8	-	8.8	1.0	4.4
Over 50 hours	-	-	-	-	-	-	-	2.9	-	16.7	.2	4.0	1.1

1/ Other than office workers.

2/ Excludes data for finance, insurance, and real estate.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table 19.--PAID HOLIDAYS

Number of paid holidays	Percent of office workers employed in -							Percent of plant 1/ workers employed in -					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries 2/	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Establishments providing paid holidays	99.8	100.0	100.0	99.7	100.0	100.0	99.1	82.7	73.7	100.0	83.7	96.6	80.8
2 days2	1.4	-	-	-	-	-	.9	1.8	-	-	-	-
3 days1	-	-	.1	-	-	1.3	.5	-	-	1.7	-	4.4
4 days	1.4	2.0	-	-	3.7	1.3	2.5	3.9	1.2	-	-	5.8	30.4
4 1/2 days1	-	-	-	-	-	.9	1.0	-	-	-	-	13.7
5 days	38.6	29.0	41.3	35.5	20.0	47.6	49.1	29.9	21.0	52.2	44.6	31.7	27.2
5 1/2 days	11.0	-	-	.3	66.5	2.1	21.0	9.6	-	-	1.6	51.1	-
6 days	32.1	62.3	56.5	60.9	9.8	9.3	-	30.2	41.1	33.6	33.3	8.0	-
6 1/2 days	1.2	-	-	2.2	-	2.1	-	(3/)	-	-	(3/)	-	-
7 days	6.4	5.1	2.2	.7	-	14.4	9.0	6.6	8.6	14.2	2.5	-	3.1
8 days	5.4	.2	-	-	-	12.3	15.3	.1	-	-	-	-	2.0
9 days	3.1	-	-	-	-	10.1	-	-	-	-	-	-	-
12 days2	-	-	-	-	.8	-	-	-	-	-	-	-
Establishments providing no paid holidays2	-	-	.3	-	-	.9	17.3	26.3	-	16.3	3.4	19.2

1/ Other than office workers.

2/ Excludes data for finance, insurance, and real estate.

3/ Less than 0.05 of 1 percent.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

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Table 20.--PAID VACATIONS (FORMAL PROVISIONS)

Vacation policy	Percent of office workers employed in -							Percent of plant 1/ workers employed in -					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries 2/	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>6 months of service</u>													
Establishments with paid vacations	65.8	62.5	59.4	58.3	45.5	84.1	63.5	38.5	34.4	54.0	41.7	47.7	12.8
Under 1 week	3.1	8.3	-	1.1	14.1	-	.7	11.8	17.1	-	1.9	14.6	2.7
1 week	47.0	37.1	59.4	41.3	31.4	61.2	35.2	25.6	16.5	54.0	33.6	33.1	10.1
Over 1 and under 2 weeks	10.8	16.5	-	15.6	-	7.4	27.6	.9	.8	-	4.6	-	-
2 weeks	4.9	.6	-	.3	-	15.5	-	.2	-	-	1.6	-	-
Establishments with no paid vacations	34.2	37.5	40.6	41.7	54.5	15.9	36.5	61.5	65.6	46.0	58.3	52.3	87.2
<u>1 year of service</u>													
Establishments with paid vacations	99.5	100.0	100.0	99.9	97.3	100.0	98.7	94.0	95.9	100.0	80.1	94.7	89.9
Under 1 week2	1.8	-	-	-	-	-	.6	1.1	-	-	-	-
1 week	27.5	38.7	55.5	24.6	64.3	4.5	16.5	68.6	85.6	43.0	37.7	55.1	73.8
Over 1 and under 2 weeks5	-	1.1	1.7	-	-	-	.3	-	2.5	-	-	-
2 weeks	71.3	59.5	43.4	73.6	33.0	95.5	82.2	24.5	9.2	54.5	42.4	39.6	16.1
Establishments with no paid vacations5	-	-	.1	2.7	-	1.3	6.0	4.1	-	19.9	5.3	10.1
<u>2 years of service</u>													
Establishments with paid vacations	99.8	100.0	100.0	99.9	100.0	100.0	98.7	94.9	95.9	100.0	80.1	98.0	94.3
Under 1 week2	1.8	-	-	-	-	-	.6	1.1	-	-	-	-
1 week	10.1	21.7	5.3	15.0	8.3	4.5	9.8	51.9	78.6	14.5	24.1	15.3	63.6
Over 1 and under 2 weeks5	.2	-	1.6	.7	-	-	1.7	1.6	-	-	4.7	-
2 weeks	86.2	76.3	94.7	83.3	77.8	91.7	88.9	38.3	14.6	85.5	56.0	64.8	30.7
Over 2 weeks	2.8	-	-	-	13.2	3.8	-	2.4	-	-	-	13.2	-
Establishments with no paid vacations2	-	-	.1	-	-	1.3	5.1	4.1	-	19.9	2.0	5.7
<u>5 years of service</u>													
Establishments with paid vacations	99.8	100.0	100.0	99.9	100.0	100.0	98.7	94.9	95.9	100.0	80.1	98.0	94.3
1 week	4.1	4.8	1.7	7.6	3.4	.5	9.5	19.8	25.1	2.7	13.0	2.8	63.6
Over 1 and under 2 weeks1	.2	-	-	.8	-	-	1.1	.5	-	-	4.7	-
2 weeks	90.1	95.0	98.3	90.6	77.1	91.4	85.7	70.9	70.3	97.3	66.3	74.2	30.7
Over 2 weeks	5.5	-	-	1.7	18.7	8.1	3.5	3.1	-	-	.8	16.3	-
Establishments with no paid vacations2	-	-	.1	-	-	1.3	5.1	4.1	-	19.9	2.0	5.7

1/ Other than office workers.

2/ Excludes data for finance, insurance, and real estate.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

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Table 21.--PAID SICK LEAVE (FORMAL PROVISIONS)

Provisions for paid sick leave	Percent of office workers employed in -							Percent of plant 1/ workers employed in -					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries 2/	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>6 months of service</u>													
Establishments with formal provisions for paid sick leave	24.1	27.8	37.1	21.0	8.7	28.6	18.2	9.0	-	49.4	10.5	7.6	5.0
Under 5 days	1.1	-	-	3.7	1.8	-	-	.6	-	-	2.6	1.8	-
5 days	6.4	8.2	-	7.5	2.3	9.1	5.5	1.2	-	-	2.4	3.6	3.7
6 or 7 days	3.0	7.4	2.2	1.5	1.7	3.0	3.8	4.6	-	28.4	4.8	2.2	1.3
10 days	8.7	6.6	34.9	3.5	2.9	6.4	8.9	2.6	-	21.0	.6	-	-
12 days	1.8	1.3	-	.2	-	5.2	-	(3/)	-	-	.1	-	-
13 days3	-	-	-	-	1.0	-	-	-	-	-	-	-
15 days	1.2	-	-	-	-	3.9	-	-	-	-	-	-	-
21 days5	4.3	-	-	-	-	-	-	-	-	-	-	-
22 days	1.1	-	-	4.6	-	-	-	-	-	-	-	-	-
Establishments with no formal provisions for paid sick leave	75.9	72.2	62.9	79.0	91.3	71.4	81.8	91.0	100.0	50.6	89.5	92.4	95.0
<u>1 year of service</u>													
Establishments with formal provisions for paid sick leave	30.5	27.8	37.1	40.8	10.5	31.5	23.9	12.1	-	49.4	21.7	13.2	16.1
Under 5 days9	-	-	-	-	2.9	-	-	-	-	-	-	-
5 days	8.6	8.2	-	19.6	4.1	6.1	5.7	3.2	-	-	11.2	9.2	3.7
6 or 7 days	3.0	5.6	-	5.1	1.8	1.3	4.7	3.8	-	14.2	7.3	1.8	12.4
10 days	9.4	6.6	34.9	4.2	2.9	8.1	8.9	2.7	-	21.0	1.2	-	-
12 days	3.5	3.1	2.2	.2	1.7	6.9	4.6	2.2	-	14.2	.1	2.2	-
15 days	1.2	-	-	-	-	3.9	-	-	-	-	-	-	-
20 days4	-	-	-	-	1.3	-	-	-	-	-	-	-
21 days5	4.3	-	-	-	-	-	-	-	-	-	-	-
22 days	1.7	-	-	7.3	-	-	-	.1	-	-	1.1	-	-
25 days	1.0	-	-	4.4	-	-	-	.1	-	-	.8	-	-
Over 25 days3	-	-	-	-	1.0	-	-	-	-	-	-	-
Establishments with no formal provisions for paid sick leave	69.5	72.2	62.9	59.2	89.5	68.5	76.1	87.9	100.0	50.6	78.3	86.8	83.9
<u>5 years of service</u>													
Establishments with formal provisions for paid sick leave	37.6	36.4	50.6	42.7	44.9	31.5	23.9	16.6	2.8	55.5	24.8	24.3	16.1
5 days	7.6	8.2	-	16.8	4.1	5.0	5.5	2.8	-	-	7.8	9.2	3.7
6 or 7 days	2.8	5.6	-	5.1	-	1.3	4.7	3.4	-	14.2	7.3	-	12.4
10 days	10.6	6.6	34.9	7.0	2.9	9.6	9.0	3.1	-	21.0	4.6	-	-
12 days	2.1	3.1	2.2	.2	3.5	1.7	4.7	2.5	-	14.2	.1	4.1	-
15 days	1.0	8.6	-	-	-	-	-	1.5	2.8	-	-	-	-
18 days	1.6	-	-	-	-	5.2	-	-	-	-	-	-	-
20 days4	-	-	-	-	1.3	-	-	-	-	-	-	-
21 days5	4.3	-	-	-	-	-	-	-	-	-	-	-
22 days6	-	-	-	-	-	-	.1	-	-	1.1	-	-
25 days	1.0	-	-	2.7	-	-	-	.1	-	-	.8	-	-
Over 25 days	9.4	-	13.5	6.5	34.4	7.4	-	3.1	-	6.1	3.1	11.0	-
Establishments with no formal provisions for paid sick leave	62.4	63.6	49.4	57.3	55.1	68.5	76.1	83.4	97.2	44.5	75.2	75.7	83.9

1/ Other than office workers.

2/ Excludes data for finance, insurance, and real estate.

3/ Less than 0.05 of 1 percent.

* Transportation (excluding railroads), communications, and other public utilities.

** Finance, insurance, and real estate.

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Table 22.--NONPRODUCTION BONUSES

Type of bonus	Percent of office workers employed in -							Percent of plant 1/ workers employed in -					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries 2/	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Establishments with nonproduction bonuses 3/	38.9	38.7	7.9	29.5	54.3	45.0	57.2	36.3	24.4	18.8	45.1	73.2	41.5
Christmas or year-end	35.6	37.4	7.9	25.5	53.4	38.1	57.2	32.6	21.7	7.3	39.0	72.2	41.5
Profit-sharing	4.0	10.3	-	3.1	.9	6.1	-	4.6	5.5	11.5	2.2	1.0	-
Other	1.0	-	-	2.0	.8	1.5	-	-	-	-	6.1	3.0	-
Establishments with no nonproduction bonuses	61.1	61.3	92.1	70.5	45.7	55.0	42.8	63.7	75.6	81.2	54.9	26.8	58.5

1/ Other than office workers.

2/ Excludes data for finance, insurance, and real estate.

3/ Unduplicated total.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

Table 23.--INSURANCE AND PENSION PLANS

Type of plan	Percent of office workers employed in -							Percent of plant 1/ workers employed in -					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries 2/	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Establishments with insurance or pension plans 3/	95.5	98.5	100.0	90.3	93.1	98.9	91.4	90.2	95.8	100.0	78.3	92.0	48.5
Life insurance	87.0	94.2	92.8	80.0	90.2	84.7	91.4	87.3	92.6	98.9	68.7	92.0	48.5
Health insurance	40.5	48.2	61.2	46.5	29.1	35.0	26.3	51.1	60.1	56.9	34.0	40.6	29.0
Hospitalization	60.6	77.3	13.6	64.5	67.1	71.0	44.9	56.0	64.6	27.1	56.9	56.6	41.5
Retirement pension	56.7	39.8	89.8	38.7	83.4	68.5	17.4	33.7	23.6	57.1	18.9	67.4	3.0
Establishments with no insurance or pension plans	4.5	1.5	-	9.7	6.9	1.1	8.6	9.8	4.2	-	21.7	8.0	51.5

1/ Other than office workers.

2/ Excludes data for finance, insurance, and real estate.

3/ Unduplicated total.

* Transportation (excluding railroads), communication, and other public utilities.

** Finance, insurance, and real estate.

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Appendix A - Scope and Method of Survey

With the exception of the union scale of rates, information presented in this bulletin was collected by visits of field representatives of the Bureau to representative establishments in the area surveyed. In classifying workers by occupation, uniform job descriptions were used; they are presented in Appendix B.

Six broad industry divisions were covered in compiling earnings data for the following types of occupations: (a) office clerical, (b) professional and technical, (c) maintenance and power plant, and (d) custodial, warehousing and shipping (tables 1 through 4). The covered industry groupings are: manufacturing; transportation (except railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Information on work schedules and supplementary benefits was also obtained in a representative group of establishments in each of these industry divisions. As indicated in table A, only establishments above a certain size were studied. Smaller establishments were omitted because they furnished insufficient employment in the occupations studied to warrant their inclusion in the study.

Among the industries in which characteristic jobs were studied, minimum size of establishment and extent of the area covered were determined separately for each industry, and are indicated in table B. Although size limits frequently varied from those established for surveying cross-industry office and plant jobs, data for these jobs were included only for firms which satisfied the size requirements of the broad industry divisions.

A greater proportion of large than of small establishments was studied in order to maximize the number of workers surveyed with available resources. Each group of establishments of a certain size, however, was given its proper weight in the combination of data by industry and occupation.

Table A.--ESTABLISHMENTS AND WORKERS IN MAJOR INDUSTRY DIVISIONS IN ATLANTA, GEORGIA AND NUMBER STUDIED BY THE BUREAU OF LABOR STATISTICS, MARCH 1951

Item	Number of establishments			Employment			
	Estimated total in all industries	Estimated total within scope of study	Studied	Estimated total in all industries	Estimated total within scope of study	In establishments studied	
	1/	2/		1/	2/	Total	Office
Industry Division							
All divisions	11,088	688	201	202,800	111,100	65,530	14,420
Manufacturing	1,028	97	39	61,600	42,400	25,790	1,730
Nonmanufacturing	10,060	591	162	141,200	68,700	39,740	12,690
Transportation (except railroads), communication, and other public utilities	295	19	11	21,300	13,700	11,990	2,760
Wholesale trade	1,914	252	46	28,000	18,000	5,920	2,220
Retail trade	3,432	52	25	45,400	18,100	13,070	2,560
Finance, insurance, and real estate	1,205	117	39	15,000	9,800	4,920	4,100
Services:							
Industries covered 3/	1,895	151	41	20,400	9,100	3,840	1,050
Industries not covered	1,319	-	-	11,100	-	-	-
Size of Establishment							
All size groups	11,089	688	201	202,800	111,100	65,530	14,420
1,001 and over	15	15	14	31,100	31,100	29,110	4,510
501 - 1,000	23	23	17	16,700	16,700	12,590	2,630
251 - 500	54	54	28	19,100	19,100	9,900	2,610
101 - 250	155	155	61	23,700	23,700	9,580	2,880
51 - 100	324	128	38	23,000	8,700	2,670	1,040
21 - 50	735	313	43	28,400	11,800	1,680	750
1 - 20	9,782	(2/)	(2/)	60,800	(2/)	(2/)	(2/)

1/ Includes establishments with 1 or more workers in the Atlanta Metropolitan Area (Cobb, DeKalb, and Fulton Counties).
2/ The survey of office, professional and technical, maintenance and power plant, custodial, warehousing and shipping jobs reported in tables 1, 2, 3, and 4 was limited to establishments with more than 100 workers in manufacturing, transportation (except railroads), communication, and other public utilities, and retail trade, and to establishments with more than 20 workers in wholesale trade, finance, insurance, and real estate, and service industries; exceptions made in industries in which characteristic jobs were surveyed are indicated in table B.
3/ Hotels; personal services; business services; automobile repair services; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

The earnings information in the report excludes premium pay for overtime and night work. Nonproduction bonuses are also excluded, but incentive earnings, including commissions for salespersons, have been included for those workers employed under some form of incentive wage system. Where weekly hours are reported as for office clerical, they refer to the work schedules for which the salaries are paid rounded to the nearest half hour; average weekly earnings for these occupations have been rounded to the nearest 50 cents. The number of workers presented refers to the estimated total employment in all establishments within the scope of the study and not to the number actually surveyed. Data are shown only for full-time workers, i.e., those who were hired to work the establishment's full-time schedule of hours for the given occupational classification.

Information on wage practices refers to all office workers and to all plant workers as specified in the individual tables. It is presented in terms of the proportion of all workers employed in offices (or plant departments) that observe the practice in question, except in the section relating to women office workers of the table summarizing scheduled weekly hours. Because of eligibility requirements, the proportion actually receiving the specific benefits may be smaller. The summary of vacation and sick leave plans is limited to formal arrangements. It excludes informal plans whereby time off with pay is granted at the discretion of the employer or other supervisor. Sick leave plans are further limited to those providing full pay for at least some amount of time off without any provision for a waiting period preceding the payment of benefits, and exclude health insurance even though it is paid for by employers. Health insurance is included, however, under tabulations for insurance and pension plans.

Table B.--ESTABLISHMENTS AND WORKERS IN SELECTED INDUSTRIES IN ATLANTA, GEORGIA AND NUMBER STUDIED BY THE BUREAU OF LABOR STATISTICS, MARCH 1951 1/

Selected industries in which characteristic jobs were surveyed 2/	Minimum size of establishment studied	Number of establishments		Employment	
		Estimated total within scope of study	Studied	Estimated total within scope of study	In establishments studied
Women's and misses' dresses	21	8	8	343	343
Machinery industries	3/ 21	21	12	1,850	1,401
Department stores	150	4	4	6,110	6,110
Banking	21	9	7	2,322	2,021
Power laundries	21	40	16	2,563	1,353
Auto repair shops	5	66	18	3,145	1,409

1/ Industries surveyed in months other than March 1951 were: Women's and misses' dresses, August 1950 and Machinery, January 1951.
2/ Industries are defined in footnotes to tables 5 through 10.
3/ Establishments manufacturing machine-tool accessories with 8 or more workers were included.

The primary purpose of the Bureau's job descriptions is to assist its field staff in classifying workers who are employed under a variety of pay-roll titles and different work arrangements from establishment to establishment and from area to area, into appropriate occupations. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or those prepared for other purposes. In view of these special characteristics of the Bureau's job descriptions, their adoption without modification by any single establishment or for any other purpose than that indicated herein is not recommended. Where office workers regularly perform duties classified in more than one occupation, they are generally classified according to the most skilled or responsible duties that are a regular part of their job and that are significant in determining their value to the firm.

Office

BILLER, MACHINE

A worker who prepares statements, bills and invoices on a machine other than an ordinary typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. Should be designated as working on billing machine or bookkeeping machine as described below.

Billing Machine - A worker who uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fan-fold machine.

Bookkeeping Machine - A worker who uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on a customer's ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

BOOKKEEPER, HAND

A worker who keeps a set of books for recording business transactions and whose work involves most of the following: posting and balancing subsidiary ledgers, cash books or journals, journalizing transactions where judgment is involved as to accounts affected; posting general ledger; and taking trial balances. May also prepare accounting statements and bills; may direct work of assistants or accounting clerks.

Office - Continued

BOOKKEEPING-MACHINE OPERATOR

A worker who operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register) to keep a record of business transactions.

Class A - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a set of records of business transactions usually requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a record of one or more phases or sections of a set of records pertaining to business transactions usually requiring some knowledge of basic bookkeeping. Phases or sections include accounts payable, pay rolls, customers' accounts (not including simple type of billing described under Biller, Machine), cost distributions, expense distributions, inventory controls, etc. In addition may check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CALCULATING-MACHINE OPERATOR

A worker whose primary function consists of operating a calculating machine to perform mathematical computations other than addition exclusively.

Comptometer type

Other than Comptometer type

CLERK, ACCOUNTING

A worker who performs one or more accounting operations such as preparing simple journal vouchers; accounts payable vouchers; coding invoices or vouchers with proper accounting distributions; entering vouchers in voucher registers; reconciling bank accounts; posting and balancing subsidiary ledgers controlled by general ledger, e.g., accounts receivable, accounts payable, stock records, voucher journals. May assist in preparing journal entries. For workers whose duties include handling the general ledger or a set of books see Bookkeeper, Hand.

CLERK, FILE

Class A - A worker who is responsible for maintaining an established filing system and classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

Class B - A worker who performs routine filing, usually of material that has already been classified, or locates or assists in locating material in files. May perform incidental clerical duties.

Office - ContinuedCLERK, GENERAL

A worker who is typically required to perform a variety of office operations. This requirement may arise as a result of impracticability of specialization in a small office or because versatility is essential in meeting peak requirements in larger offices. The work generally involves the use of independent judgment in tending to a pattern of office work from day to day, as well as knowledge relating to phases of office work that occur only occasionally. For example, the range of operations performed may entail all or some combination of the following: answering correspondence, preparing bills and invoices, posting to various records, preparing pay rolls, filing, etc. May also operate various office machines and type as the work requires.

CLERK, ORDER

A worker who receives customers' orders for material or merchandise by mail, phone, or personally and whose duties involve any combination of the following: quoting prices to customers, making out an order sheet listing the items to make up the order, checking prices and quantities of items on order sheet, distributing order sheets to respective departments to be filled. May also check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow-up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

CLERK, PAY ROLL

A worker who computes wages of company employees and enters the necessary data on the pay roll sheets and whose duties involve: calculating worker's earnings based on time or production records; posting calculated data on pay roll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance and total wages due. In addition, may make out pay checks and assist the paymaster in making up and distributing the pay envelopes. May use a calculating machine.

DUPLICATING-MACHINE OPERATOR

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwritten matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

KEY-PUNCH OPERATOR

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using a numerical key-punch machine, following written information on records. May be required to duplicate cards by using the duplicating device attached to machine. Keeps files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

A worker who performs a variety of routine duties such as running errands; operating minor office machines; such as sealers or mailers; opening and distributing mail; and other minor clerical work. (Bonded messengers are excluded from this classification.)

Office - ContinuedSECRETARY

A worker who performs secretarial and clerical duties for a superior in an administrative or executive position and whose duties involve the following: making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation, either in shorthand or by stenotype or similar machine (except where transcribing machine is used), and transcribing dictation or the recorded information reproduced on a transcribing machine. In addition, may prepare special reports or memoranda for information of superior.

STENOGRAPHER, GENERAL

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See Transcribing-Machine Operator.)

STENOGRAPHER, TECHNICAL

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See Transcribing-Machine Operator.)

SWITCHBOARD OPERATOR

A worker who operates a single or multiple position telephone switchboard, and whose duties involve: handling incoming, outgoing and intraplant or office calls. In addition, may record toll calls and take messages. As a minor part of duties, may give information to persons who call in, or occasionally take telephone orders. For workers who also do typing or other stenographic work or act as receptionists, see Switchboard Operator-Receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

A worker who in addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and/or performs typing or other routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TABULATING-MACHINE OPERATOR

A worker who operates machine that automatically analyzes and translates information punched in groups of tabulating cards, and prints translated data on forms or accounting records; sets or adjusts machine to add, subtract, multiply, and make other calculations; places cards to be tabulated in feed magazine and starts machine. May file cards after they are tabulated. May sort and verify punched cards.

Office - ContinuedTRANSCRIBING-MACHINE OPERATOR, GENERAL

A worker whose primary function is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a Stenographer, General.

TRANSCRIBING-MACHINE OPERATOR, TECHNICAL

A worker whose primary function is to transcribe dictation involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a Stenographer, Technical.

TYPIST

A worker who uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May operate a teletype machine. May, in addition, do clerical work involving little special training, such as keeping simple records, filing records and reports, making out bills, or sorting and distributing incoming mail.

Class A - A worker who performs one or more of the following: typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign language copy; combining material from several sources; or planning lay-out of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May also type routine form letters, varying details to suit circumstances. May, in addition, perform clerical duties as outlined above.

Class B - A worker who performs one or more of the following: typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly. May, in addition, perform clerical duties as outlined above.

Professional and TechnicalDRAFTSMAN

A worker who prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. The duties performed involve a combination of the following: preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; making adjustments or changes in drawings or specifications. In addition, may ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

Professional and Technical - ContinuedDRAFTSMAN, JUNIOR

(Detailer, assistant draftsman)

A worker who details units or parts of drawings prepared by draftsman or others for engineering, construction, or manufacturing purposes. Uses various types of drafting tools as required. May prepare drawings from simple plans or sketches, and performs other duties under direction of a draftsman.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service to employees or persons who become ill or suffer an accident on the premises of a factory or other establishment and whose duties involve all or most of the following: giving first aid to the ill or injured; attending to subsequent dressing of employee's injuries; keeping records of patients treated; and preparing accident reports for compensation or other purposes. May also assist Physician in examining applicants, give instruction in health education and illness prevention, and performs other related duties.

Maintenance and Power PlantCARPENTER, MAINTENANCE

A worker who performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, trim made of wood in an establishment, and whose work involves most of the following: planning and laying out of work from blueprints, drawings, models or verbal instructions; using a variety of carpenters' hand tools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work.

ELECTRICIAN, MAINTENANCE

A worker who performs a variety of electrical trade functions in the installation, maintenance or repair of equipment for the generating, distribution, and/or utilization of electric energy in an establishment, and whose work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems or other transmission equipment; working from blueprints, drawings, layout or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electricians' hand tools and measuring and testing instruments.

Maintenance and Power Plant ContinuedENGINEER, STATIONARY

A worker who operates and maintains and/or supervises the operation of stationary engines and equipment (mechanical or electrical) to supply power, heat, refrigeration or air-conditioning and whose work involves: operating and maintaining and/or supervising the operation of such equipment as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making or supervising equipment repairs; and keeping a record of operation of machinery, temperature, and fuel consumption. This classification does not include head or chief engineers in establishments employing more than one engineer.

FIREMAN, STATIONARY BOILER

A worker who fires stationary boilers used in a factory, power plant, or other establishment to furnish heat, to generate power, or to supply steam for industrial processes, and whose work involves feeding fuel to fire by hand or operating a mechanical stoker, gas, or oil burner; and checking water and safety valves. In addition, may clean, oil, or assist in repairing boiler room equipment.

MACHINIST, MAINTENANCE

A worker who produces replacement parts and new parts for mechanical equipment operated in an establishment, and whose work involves most of the following: interpreting written instructions and specifications; planning and layout of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts and equipment required for his work; and fitting and assembling parts. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MAN, GENERAL UTILITY

A worker who keeps the machines, mechanical equipment and/or structure of an establishment (usually a small plant where specialization in maintenance work is impractical) in repair; whose duties involve the performance of operations and the use of tools and equipment of several trades, rather than specialization in one trade or one type of maintenance work only, and whose work involves a combination of the following: planning and layout of work relating to repair of buildings, machines, mechanical and/or electrical equipment; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing building, floors, stairs as well as making and repairing bins, cribs, and partitions.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

A worker who repairs automobiles, motor trucks and tractors of an establishment, and whose work involves most of the following: examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such hand tools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and/or installing the various assemblies in the vehicle and making necessary adjustments; and aligning wheels, adjusting brakes and lights, or tightening body bolts.

Maintenance and Power Plant - ContinuedMECHANIC, MAINTENANCE

A worker who repairs machinery and mechanical equipment of an establishment and whose work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble; dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a defective part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; and reassembling of machines, and making all necessary adjustments for operation.

MILLWRIGHT

A worker who installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required, and whose work involves most of the following: planning and laying out of the work; interpreting blueprints or other specifications; using a variety of hand tools, and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; aligning and balancing of equipment; selecting standard tools, equipment and parts to be used; and installing and maintaining in good order power transmission equipment such as drives, and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

OILER

(Greaser; lubricator)

A worker who lubricates, with oil or grease, the moving parts of wearing surfaces of mechanical equipment found in an establishment.

PAINTER, MAINTENANCE

(Painter, repair)

A worker who paints and redecorates walls, woodwork, and fixtures of an establishment and whose work involves the following: knowledge of surface peculiarities and types of paint required for different applications; mixing colors, oils, white lead, and other paint ingredients to obtain proper color or consistency; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; applying paint with spray gun or brush.

PIPE FITTER, MAINTENANCE

A worker who installs and/or repairs pipe and pipe fittings in an establishment, and whose work involves most of the following: laying out of work and/or measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to

Maintenance and Power Plant - ContinuedPIPE FITTER, MAINTENANCE - Continued

determine whether finished pipes meet specifications. This classification does not include workers primarily engaged in installing and repairing building sanitation or heating systems.

SHEET-METAL WORKER, MAINTENANCE

(Tinner; tinsmith)

A worker who fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment, and whose work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Custodial, Warehousing and ShippingGUARD

A worker who has routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. This classification includes gatemen who are stationed at gate and check on identity of employees and other persons entering.

JANITOR, PORTER, OR CLEANER

(Day porter, sweeper; charwoman; janitress)

A worker who cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. The duties performed involve a combination of the following: sweeping, mopping and/or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and rest rooms. This classification does not include workers who specialize in window washing.

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

A worker who fills shipping or transfer orders from stored merchandise in accordance with specifications on sales slip, customer orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Custodial, Warehousing and Shipping - ContinuedPACKER

A worker who prepares finished products for shipment or storage by placing them in boxes or other containers, the specific operations performed being dependent upon the type, size and number of units to be packed, the type of container employed, and method of shipment. The work of the packer involves a combination of the following: knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing containers; and applying labels or entering identifying data on container. This classification does not include packers who also make wooden boxes or crates.

SHIPPING-AND-RECEIVING CLERK

A worker who prepares merchandise for shipment, or who receives and is responsible for incoming shipments of merchandise or other materials. Shipping work involves: a knowledge of shipping procedures, practices, routes, available means of transportation and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May, in addition, direct or assist in preparing the merchandise for shipment. Receiving work generally involves: verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; and maintaining necessary records and files.

For wage study purposes, the Bureau of Labor Statistics classifies these workers on the following basis:

Shipping clerk
Receiving clerk
Shipping-and-receiving clerk

STOCK HANDLER AND TRUCKER, HAND

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve one or more of the following: loading and unloading various materials and merchandise on or from freight cars, trucks or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car or wheelbarrow to proper location. May, in addition, keep a record of materials handled or check items against invoices or other records. This classification does not include longshoremen, who load and unload ships.

TRUCK DRIVER

A worker who drives a truck within a city or industrial area to transport materials, merchandise, equipment, or men between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments and/or between retail establishments and customers' houses or places of business. Duties may also involve loading or unloading truck with or without helpers, making minor mechanical repairs, and keeping truck in good working order. This classification does not include driver-salesmen or over-the-road drivers.

Custodial, Warehousing and Shipping - ContinuedTRUCK DRIVER - Continued

For wage study purposes, the Bureau of Labor Statistics classifies truck drivers according to size and type of equipment operated, as follows:

- Truck driver, light (under 1-1/2 tons)
- Truck driver, medium (1-1/2 to and including 4 tons)
- Truck driver, heavy (over 4 tons, trailer type)
- Truck driver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

A worker who operates a manually-controlled gasoline or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant or other establishment.

For wage study purposes, the Bureau of Labor Statistics classifies workers according to type of truck operated, as follows:

- Truckers, power (fork-lift)
- Truckers, power (other than fork-lift)

WATCHMAN

A worker who guards premises of plant property, warehouses, office buildings, or banks. Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.

Women's and Misses' DressesCUTTER AND MARKER

A worker who marks the outlines of various garment parts on a ply of fabric and who cuts out parts with shears, hand knife, or powered cutting machine. In addition, may spread or lay-up cloth on cutting table. This classification includes workers who specialize in cutting or in marking; specialized markers using perforated patterns, marking by use of talcum, are omitted as are all workers who specialize in spreading cloth.

Workers engaged in marking and cutting linings and trimmings are included in the classification.

INSPECTOR, FINAL (EXAMINER)

A worker who examines and inspects completed garments prior to pressing or shipping and whose work involves: determining whether the garments conform to shop standards of quality, and marking defects such as dropped stitches, bad seams, etc. In addition, may make minor repairs.

Women's and Misses' Dresses - ContinuedINSPECTOR, FINAL (EXAMINER) - Continued

Thread trimmers who may only casually inspect garments are not included in this classification. In many shops manufacturing inexpensive garments there will be no inspectors falling within this classification; in those shops whatever inspection is carried on is usually performed by THREAD TRIMMERS.

PRESSER

A worker who performs pressing operations (finish or under) on garments or garment parts by means of a hand-pressing iron and/or powered press or mangle.

For wage study purposes, the Bureau of Labor Statistics classifies pressers according to type of pressing equipment used, as follows:

- Presser, hand
- Presser, machine
- Presser, hand and machine

Workers are classified as "pressers, hand and machine" when sizable proportions of their work are performed by each of the two methods. Otherwise, the predominant type of pressing is the determining factor in classification.

SEWER, HAND (FINISHER)

(Bench worker)

A worker who performs sewing operations by hand including sewing on buttons, making buttonholes, stitching edges, closing openings that have been left by various hand and machine operations.

Workers who specialize in sewing tickets or labels are not included in this classification.

SEWING-MACHINE OPERATOR, SECTION SYSTEM

An operator who uses a standard or special purpose sewing machine to perform the sewing operations required in making parts of garments, joining parts made by others, joining various sections together, or in attaching previously completed parts to partially completed garments, but who does not construct the entire garment. In shops that operate entirely on a section (or bundle) system this classification would include all sewing-machine operators (except buttonhole makers and button sewers) without any differentiation of operators by type of machine or operation performed. In shops that operate partly on a section system, this classification would include all operators who do not construct an entire garment.

SEWING-MACHINE OPERATOR, SINGLE HAND (TAILOR) SYSTEM

An operator who uses a sewing machine to perform all the standard sewing-machine operations involved in the manufacture of a complete garment and whose work involves: assembling and joining all parts of the garment except those added by finishers. Usually an experienced operator working on better-grade apparel in which the variety of design is so great and style changes so frequent as to prevent the economical use of a section system.

Women's and Misses' Dresses - ContinuedSEWING-MACHINE OPERATOR, SINGLE HAND (TAILOR) SYSTEM - Continued

This classification includes workers, employed in single-hand system shops who pair-up and work as a team and divide work tickets equally; this arrangement is informal, in contrast to the section system on which rates are established for individual operations.

THREAD TRIMMER (CLEANER)

(Clipper)

A worker who trims loose thread ends, basting threads and seam edges of garments with scissors prior to pressing or packing.

Workers who also carefully examine and inspect garments are classified as INSPECTORS, FINAL.

Machinery IndustriesASSEMBLER

(Bench assembler; floor assembler; jig assembler; line assembler; sub-assembler)

A worker who assembles and/or fits together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor, depending upon the size of the units and the organization of the production process. The work of the assembler may include processing operations requiring the use of hand tools in scraping, chipping and filing of parts to obtain a desired fit as well as power tools and special equipment when punching, riveting, soldering or welding of parts is necessary. Workers who perform any of these processing operations exclusively as part of specialized assembling operations are not included in this classification.

Class A - A worker who assembles parts into complete units or subassemblies that require fitting of parts and decisions regarding proper performance of any component part or the assembled unit, and whose work involves any combination of the following: assembling from drawings, blueprints or other written specifications; assembling units composed of a variety of parts and/or subassemblies; assembling large units requiring careful fitting and adjusting of parts to obtain specified clearances; and using a variety of hand and powered tools and precision measuring instruments.

Class B - A worker who assembles parts into units or subassemblies in accordance with standard and prescribed procedures, and whose work involves any combination of the following: assembling a limited range of standard and familiar products composed of a number of small or medium-sized parts requiring some fitting or adjusting; assembling large units that require little or no fitting of component parts; working under conditions where accurate performance and completion of work within set time limits are essential for subsequent assembling operations; and using a limited variety of hand or powered tools.

Class C - A worker who performs short-cycle, repetitive assembling operations, and whose work does not involve any fitting or making decisions regarding proper performance of the component parts or assembling procedures.

Machinery Industries - ContinuedDRILL-PRESS OPERATOR, SINGLE- OR MULTIPLE-SPINDLE

Performs such operations as drilling, reaming, countersinking, counterboring, spot-facing and tapping on one or more types of single-spindle or multiple-spindle drill presses.

This classification includes operators of all types of drill presses other than radial-drill presses and portable drilling equipment.

Class A - Operator who is required to set up machine for operations requiring careful positioning, blocking and aligning of units; to determine speeds, feeds, tooling and operation sequence; and to make all necessary adjustments during operation to achieve requisite dimensions or

Operator who is required to set up machine where speeds, feeds, tooling and operation sequence are prescribed but whose work involves very difficult operations such as deep drilling, or boring to exacting specifications.

Class B - Operator who is required to set up machine on standard operations where feeds, speeds, tooling and operation sequence are prescribed; and to make all necessary adjustments during operation or

Operator who is required to maintain set-up made by others, including making all necessary adjustments during operation on work requiring considerable care on the part of the operator to maintain specified tolerances.

Class C - Operator who is required only to operate machine, on routine and repetitive operations; to make only minor adjustments during operation; and when trouble occurs to stop the machine and call on foreman, leadman, or set-up man to correct the operation.

ELECTRICIAN, MAINTENANCE

(See Maintenance and Power Plant, page 25, for description.)

ENGINE-LATHE OPERATOR

Operates an engine lathe for shaping external and internal cylindrical surfaces of metal objects. The engine lathe, basically characterized by a headstock, tailstock, and powered tool carriage, is a general-purpose machine tool used primarily for turning. It is also commonly used in performing such operations as facing, boring, drilling, and threading; and, equipped with appropriate attachments, it may be used for a very wide variety of special machining operations. The stock may be held in position by the lathe "centers" or by various types of chucks and fixtures.

This classification excludes operators of bench lathes, automatic lathes, automatic-screw machines, and hand-turret lathes and hand-screw machines.

Class A - Operator who is required to set up machine; to select feeds, speeds, tooling and operation sequence; and to make necessary adjustments during operation to achieve requisite dimensions or

Machinery Industries - ContinuedENGINE-LATHE OPERATOR - Continued

Operator who is required to set up machine from drawings, blueprints or layout, in accordance with prescribed feeds, speeds, tooling and operation sequence and to make necessary adjustments during operation where changes in work and set-up are frequent and where care is essential to achieve very close tolerances.

Operator may be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils.

Class B - Operator who is required to maintain operation set up by others, by making all necessary adjustments, where care is essential to achieve very close tolerances or

Operator who is required to set up machine on standard or roughing operations where feeds, speeds, tooling and operation sequence are prescribed; and to make adjustments during operation.

Operator may be required to recognize when tools need dressing, to dress tools and to select proper coolants and cutting oils.

Class C - Operator who is required only to operate machine on routine and repetitive operations; to make only minor adjustments during operation; and when trouble occurs to stop the machine and call on foreman, leadman, or set-up man to correct the operation.

INSPECTOR

A worker who performs such operations as examining parts or products for flaws and defects, and checking their dimensions and appearance to determine whether they meet the required standards and specifications.

Class A - A worker who inspects parts, products, and/or processes with responsibility for decisions regarding the quality of the product and/or operations, and whose work involves any combination of the following: thorough knowledge of the processing operations in the branch of work to which he is assigned, including the use of a variety of precision measuring instruments; interpreting drawings and specifications in inspection work on units composed of a large number of component parts; examining a variety of products or processing operations; determining causes of flaws in products and/or processes and suggesting necessary changes to correct work methods; and devising inspection procedures for new products.

Class B - A worker who inspects parts, products, and/or processes and whose work involves any combination of the following: knowledge of processing operations in the branch of work to which he is assigned, limited to familiar products and processes or where performance is dependent upon past experience; performing inspection operations on products and/or processes having rigid specifications, but where the inspection procedures involve a sequence of inspection operations, including decisions regarding proper fit or performance of some parts; and using precision measuring instruments.

Class C - A worker who inspects parts, products and/or processes and whose work involves any combination of the following: short-cycle, repetitive inspection operations; using a standardized, special-purpose measuring instrument repetitively; and visual examination of parts or products, rejecting units having obvious deformities or flaws.

Machinery Industries - ContinuedJANITOR

(Sweeper; cleaner)

A worker who sweeps and cleans shop areas, washrooms and offices, and removes waste and refuse. May wash floors and windows.

MACHINIST, PRODUCTION

A worker who is required to fabricate metal parts involving a series of progressive operations and whose work involves most of the following: understanding of written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; understanding of the working properties of the common metals; and selecting standard materials, parts and equipment needed for his work. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL-AND-DIE MAKER

(Die maker; jig maker; tool maker; fixture maker; gauge maker)

A worker who constructs and repairs machine-shop tools, gauges, jigs, fixtures or dies for forgings, punching and other metal-forming work, and whose work involves most of the following: planning and laying out of work from models, blueprints, drawings or other oral and written specifications; using a variety of tool-and-die maker's hand tools and precision measuring instruments; understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speed, feeds, and tooling of machines; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; and selecting appropriate materials, tools and processes. In general, the tool-and-die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For wage study purposes, the Bureau of Labor Statistics classifies workers by type of shop, as follows:

Tool-and-die makers, jobbing shops
Tool-and-die makers, other than jobbing shops

TRUCKER, HAND

A worker who pushes or pulls hand trucks, cars or wheelbarrows used for transporting goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment, and usually loads or unloads hand trucks or wheelbarrows. May stack materials in storage bins, etc., and may keep records of materials moved.

Machinery Industries - ContinuedWELDER, HAND

A worker who fuses (welds) metal objects together by means of an oxyacetylene torch or arc welding apparatus in the fabrication of metal shapes and in repairing broken or cracked metal objects. In addition to performing hand welding or brazing operation, he may also lay out guide lines or marks on metal parts and may cut metal with a cutting torch.

Class A - Worker who performs welding operations requiring most of the following: planning and laying out of work from drawings, blueprints or other written specifications; knowledge of welding properties of a variety of metals and alloys; setting up of work and determining operation sequence; welding of high pressure vessels or other objects involving critical safety and load requirements; working from a variety of positions; and ability to weld with gas or arc apparatus.

Class B - Worker who is required to perform either arc or gas welding operations on repetitive work, where no critical safety and load requirements are involved; where the work calls mainly for one position welding; and where the layout and planning of the work are performed by others.

Department StoresPORTER, DAY (CLEANER)

A worker who keeps the premises of an establishment in a clean, orderly condition. Typical of the duties the worker performs are: sweeping and mopping floors; removing trash; dusting furniture or fixtures; polishing metal fixtures or trimmings; and washing windows and display cases.

SALES CLERK

A worker who sells merchandise in an assigned department of a store or in a store specializing in one or a few items. Determines merchandise desired by customer, assists in selection, explains and demonstrates various qualities of the merchandise, receives payment, and makes out salescheck. May also do own cashiering and wrapping and assist in stocking and displaying merchandise.

For wage study purposes, The Bureau of Labor Statistics classifies sales clerks by department, as follows:

- Bedspreads, draperies, blankets
- Blouses and neckwear
- Boys' clothing
- Boys' furnishings
- Floor coverings
- Furniture and bedding
- Housewares (except china, glassware and lamps)
- Major appliances (refrigerators, stoves, washers, etc.; excludes radios and television)
- Men's clothing

Department Stores - ContinuedSALES CLERK - Continued

- Men's furnishings
- Notions, trimmings
- Piece goods (yard goods, upholstery fabrics)
- Silverware and jewelry (excluding costume jewelry)
- Women's accessories (hosiery, gloves, handbags)
- Women's and misses' dresses
- Women's shoes
- Women's and misses' suits and coats

STOCK GIRL, SELLING SECTION

A worker who brings merchandise and other materials from stockroom or warehouse to the selling floor. Places merchandise in proper show cases, drawers, or racks, checking to see that it is in salable condition. Inspects incoming merchandise and sorts stock according to size, line, style, color, etc., and places it in proper place in stockroom or warehouse. May also keep inventory records, assist in marking, dust stock, and run errands.

STOCKMAN, WAREHOUSE

A person working in the warehouse who fills customers' orders for merchandise from salescheck specifications. Places merchandise on flats, skids, or rollers, and moves to packing department. Also fills transfer orders going to the store for display on the selling floor. Receives incoming merchandise from receiving or marking departments and places it in storage. Handles returned goods either by returning it to storage or sending it to shipping department for delivery to supplier.

TAILOR, ALTERATION, MEN'S GARMENTS

A worker who makes alterations on men's coats, suits, trousers and vests. Typical alterations include such items as remodeling shoulders and necklines, re-setting sleeves and collars, taking-in side seams, and felling, in accordance with markings on garment or instructions received from fitter. The work of the alteration tailor involves most of the following: ripping seams and linings, re-cutting fabric, basting in position for sewing, re-sewing by hand or machine. May also press new seams, or press garment with hand iron or pressing machine when alterations are completed.

BankingBOOKKEEPING-MACHINE OPERATOR

(See Office, page 23, for description.)

CLEANER

A worker who keeps halls, offices, and/or rooms of public buildings, offices, commercial establishments, or apartment houses in a clean, orderly condition and whose work involves: sweeping, mopping and/or scrubbing floors; disposing of waste or litter; and/or dust-

Banking - ContinuedCLEANER - Continued

ing furniture and equipment. May also be required to polish metal fixtures and fittings. This classification does not include window washers.

CLERK, TRANSIT

A worker who sorts and lists checks and whose work includes the following: mechanical endorsement of checks when necessary; manual sorting of checks in racks according to bank; listing, totalling, and balancing with predetermined control totals; locating and adjusting errors; and preparing checks for mailing back to banks on which drawn.

PROOF-MACHINE OPERATOR

A worker who operates a sorting machine under general supervision to sort checks, debits, credits and other items. Records totals of specific items in appropriate ledgers. May perform additional clerical duties in connection with sorting.

STENOGRAPHER, GENERAL

(See Office, page 24, for description.)

TELLER, ALL AROUND

Receives deposits and pays out on withdrawals for savings accounts; receives deposits and cashes checks for checking accounts; receives payments on notes, etc. May record daily transactions and balance accounts. May supervise one or more clerks who record details of transactions, such as names, dates, serial numbers, and amounts involved so that pertinent data may be distributed among the several departments for recording, filing, and clearing.

TELLER, NOTE

Collects exchange charges and payments on notes, drafts, rents, and contracts for deeds. May accept and give receipts for collateral on maturity notes. Is in charge of sending out notices of maturity. Receives renewal notes. Protests items when it is necessary. Causes notes to be presented at other places, when place of payment is other than the bank. Follows up on the value of collateral. In the case of real estate notes, sees that mortgages are properly recorded and checks certificates of title. Checks fire insurance coverage. Must be familiar with Negotiable Instruments Act and standard terms of extension agreements.

TELLER, PAYING OR PAYING AND RECEIVING, COMMERCIAL

Cashes customers' personal or other checks. May also receive deposits on checking accounts and make entries in customers' account books. Writes up or signs deposit slips to be used later in balancing books. May record the daily transactions and balance accounts. May supervise one or more clerks who record details of transactions, such as names, dates, serial numbers, and amounts involved so that pertinent data may be distributed among the several departments for recording, filing, and clearing. May also handle withdrawals and deposits on savings accounts.

Power LaundriesCLERK, RETAIL RECEIVING

A person who receives work from routemen or from customers over the counter in the receiving office or store of a dry-cleaning or laundry establishment and whose work involves most of the following: maintaining a record of articles or bundles received; returning completed work to customers who call for it; collecting payment and maintaining simple records of money received; and in establishments where dry cleaning is done, fastening an identifying marker to each article, examining an article for defects such as holes, stains or tears, and making a record of the identification symbol assigned to each article with a brief description of the article and of any defects noted. This classification does not include store managers.

EXTRACTOR OPERATOR

(Whizzer operator)

A worker who removes surplus moisture from materials (such as wet cloth, clothing, knit goods, and yarn) by operating an extractor and whose work involves most of the following: loading material into perforated drum of machine by hand or hoist; closing lid and starting machine, allowing it to run a predetermined time or until fluid stops flowing from drain; removing partly dried materials; and hand trucking materials within the department. In addition, the worker may assist the Washer in loading, operating, or unloading the washing machine.

FINISHER, FLATWORK, MACHINE

A worker who performs flatwork finishing operations by machine and whose work involves one or more of the following: shaking out the creases in semi-dry washing to prepare it for the flatwork ironing machine; feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers; and catching or receiving articles as they emerge from the machine and partially folding them.

FIREMAN, STATIONARY BOILER

(See Maintenance and Power Plant, page 26, for description.)

IDENTIFIER

A worker who sorts soiled bundles, places the contents into various bags and by means of flags, pins or other devices identifies the net with a customer tag or ticket. In addition may weigh, list or count some or all articles contained in each bundle. This classification does not include workers who mark or otherwise identify each individual piece contained in a bundle.

MARKER

A worker who marks or affixes by hand or mechanical means, customer identifying symbols on soiled garments, linens, or other articles. In addition may weigh, list, or count articles contained in each bundle, sort contents of each bundle into groups according to treatment to be received, or note and record any damaged or stained condition of articles. This classification does not include workers who do sorting, examining, or listing without marking the various articles.

Power Laundries - ContinuedPRESSER, MACHINE, SHIRTS

A worker who operates or tends the operation of one or more of the several type machines that press shirts, and who perform such shirt pressing operations as body pressing, bosom pressing, collar and cuff pressing, and/or sleeve pressing.

WASHER, MACHINE

A worker who operates one or more washing machines to wash household linens, garments, curtains, drapes and other articles and whose work involves the following: manipulating valves, switches, and levers to start and stop the machine and to control the amount and temperature of water for the sudsing and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions; and loading and unloading the washing machine. In addition may make minor repairs to washing machine.

WRAPPER, BUNDLE

A worker who wraps packages or finished products, or packs articles, goods, or materials in cardboard boxes and secures the package or box with twine, ribbon, gummed tape, or paste. The worker may segregate articles according to size or type, or according to customer's order and inspect articles for defects before wrapping.

Auto Repair ShopsBODY REPAIRMAN, METAL

(Automobile-collision serviceman; fender and body repairman; body man)

Repairs damaged automobile fenders and bodies to restore their original shape and smoothness of surface by hammering out and filling dents, and by welding breaks in the metal. May remove bolts and nuts, take off old fenders, and install new fenders. May perform such related tasks as replacing broken glass and repairing damaged radiators and woodwork. May paint repaired surfaces.

ELECTRICIAN, AUTOMOTIVE

(Ignition repairman)

Repairs and installs ignition systems, starters, coils, panel instruments, wiring, and other electrical systems and equipment on automobiles; performs such duties as diagnosing trouble by visual inspection or by use of testing devices; adjusting timing; adjusting dis-

Auto Repair Shops - ContinuedELECTRICIAN, AUTOMOTIVE - Continued

tributor breaker-point gaps with thickness gage; replacing defective parts on starters, generators, and distributors; and replacing defective ignition and lighting wires. May test and repair generators. May repair and adjust carburetors.

GREASER

(Lubricating man)

Lubricates, by means of hand-operated or compressed-air operated grease guns and oil sprays, all parts of automobile or truck where lubrication is required, using proper type lubricant on the various points on chassis or motors; drains old lubricant from lubricant reservoirs and refills with new. May perform other related duties, such as checking radiator water level, checking and adding distilled water to battery, repairing tires, etc. May also perform duties of washer.

MECHANIC, AUTOMOTIVE

Repairs automobiles and trucks, performing such duties as disassembling and overhauling engines, transmissions, clutches, rear ends, and other assemblies on automobiles, replacing worn or broken parts, grinding valves, adjusting brakes, tightening body bolts, aligning wheels, etc. In addition to general automotive mechanics, this classification also includes workers whose duties are limited to repairing and overhauling the motor.

Class A - Repairs, rebuilds, or overhauls engines, transmissions, clutches, rear ends or other assemblies, replaces worn or broken parts, grinds valves, bores cylinders, fits rings. In addition may adjust brakes or lights, tighten body bolts, align wheels, etc. May remove or replace motors, transmissions or other assemblies. May do machining of parts.

Class B - Adjusts brakes or lights, tightens body bolts, align wheels, or makes other adjustments or repairs of a minor nature; or removes and replaces motors, transmissions, clutches, rear ends, etc., but does no repairing, rebuilding, or overhauling of these assemblies. Workers who are employed as helpers to Mechanics are excluded from this classification.

WASHER, AUTOMOBILE

(Car washer; wash boy)

Washes automobiles and trucks; sweeps and cleans interior of automobile; may polish auto vehicle bodies, using polishing compound and a cloth. Various parts of this job may be performed by individual workers in automobile laundries production lines.



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